

GREY HOUSE PUBLISHING CANADA INC. is the publisher of the *Canadian Almanac & Directory*, Canada's leading source book since 1847 that has been distributed to over 120 countries around the world. We specialize in providing database and directory content solutions servicing the library, government and corporate markets in Canada while our parent company in New York State focuses on the US and international markets. We are currently seeking a bright and talented individual with a positive team spirit to join our small group of dedicated individuals.

Candidate Profile:

Reporting to the General Manager, the **Bilingual Inside Sales Representatives** are highly motivated self starters who are willing to learn and have some knowledge in selling both products and licenses. These goal oriented, successful individuals will be familiar with the Library, Federal Government and Corporate Account markets, and able to work with equal facility in French and English Canada. Their excellent communication and organizational skills are what separate them from their peers.

Objective:

- Proactively sell to achieve revenue goals identified for specific geographic territories in the library, government and academic markets. Identify sales opportunities and close independently.

Essential Functions:

- Sell database and directly products to achieve territory revenue targets
- Develop a sales strategy with the General Manager to manage all new and renewal business for a specific geographic territory
- Provide forecast data for short and long range sales opportunities through a daily sales report
- Develop and maintain a positive business relationship with other staff members
- Travel to customer accounts, conferences and/or trade shows when requested
- Assist the General Manager with the preparation of reports
- Assist with marketing and communication initiatives for the company
- Diligently service customer accounts from cradle to grave as required
- Other duties as required

Qualifications:

- Bilingual French/English is a MUST
- Advanced level of proficiency in Word, PowerPoint and Excel
- Minimum 2 years sales experience
- Negotiation and persuasion skills
- Ability to follow through on projects and activities
- Excellent written and verbal communication skills
- Keen attention to detail
- Ability to analyze, and make decisions under stressful circumstances
- Excellent organizational skills
- Superior communication and telephone skills
- Ability to think quickly and creatively
- Ability to multitask and prioritize multiple responsibilities
- Must be adaptable and flexible in order to meet changing demands and stringent deadlines
- Excellent interpersonal and communication skills with the ability to work with individuals at all levels
- Enthusiastic, self-motivated, pro-active, team player
- Professional, diplomatic and tactful disposition

General Manager
Grey House Publishing Canada

Director of Sales
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