



JOB CLASS: Sales Support

REPORTS TO: Sales Manager

SUMMARY OF FUNCTION:

This role blends business development operational support with high-level executive assistance. The successful candidate will serve as the central coordinating force for the business development team, ensuring that sales pipeline information, follow-ups, documentation, and reports are accurate, up-to-date, and ready to inform decision-making. The position requires exceptional attention to detail, strong organizational skills, and the ability to manage multiple concurrent workstreams while supporting long-cycle, complex sales initiatives.

MAJOR DUTIES AND RESPONSIBILITIES:

Business Development Support (approximately 80%)

- Maintain CRM accuracy and details. Specifically leads, opportunities, contacts, and activities
- Ensure pipeline data completeness (stage, value, probability, timing, next steps)
- Track inbound leads and ensure timely follow-up and assignment
- Prepare pipeline summaries, reports, and management dashboards
- Coordinate customer meetings, agendas, minutes, and action items
- Support proposal, quotation, NDA, and document coordination in CRM and, as required, physical versions
- Maintain structured, version-controlled sales and customer documentation
- Coordinate across sales, operations, quality, and finance as required
- Routine customer inquiries and order entry
- Other sales tasks as required.

Executive Support to the President (approximately 20%)

- Act as a confidential manager of the President's calendar, inbox, and priorities
- Preview, sort, and respond to emails on the President's behalf where appropriate
- Conduct research, prepare briefings, and synthesize information for executive decisions and employee and key stakeholder communications
- Prepare meeting minutes, summaries, and action-item trackers
- Track and follow up on executive and other employee commitments and delegated actions
- Manage administrative and compliance tasks currently performed by the President.
- Handle highly confidential information with discretion and sound judgment
- Other executive support tasks as required.

EDUCATIONAL REQUIREMENTS:

CEGEP DEP Business Management or any completed Bachelor's degree
Or equivalent experience as judged by the hiring manager to their satisfaction.

EXPERIENCE REQUIREMENTS:

1–3 years of relevant experience. Ideally sales support or sales operations roles.

SKILLS:

- Proficiency in Office 360
- Outstanding communication and interpersonal skills.
- Strong organizational abilities; effective at multitasking and prioritization.
- Bilingual (French & English) – written and spoken – required.
- Customer service orientation with a professional demeanor
- Ability to work collaboratively within a team while also being self-motivated

OTHER REQUIREMENTS:

- Must be able to be registered with Canada's Controlled Goods Program. This involves a criminal background check conducted by an authorized third party.
- At any point during the recruitment or employment process, candidates or employees may be asked to complete a personality or psychometric test relevant to the role.

WHY JOIN US:

Working for an industry leader in the manufacture of precision plastic injected parts that are important to people's health and safety.

Precikam is proud of our diverse team. We come from every continent, speak over 18 languages represent many races, genders, identities, and beliefs (or not). However, we all share some common traits:

We respect each other and the skills and talents we each have.

We are good at our jobs and are proud that we make products that have an impact of people's health and safety.

We value education and experience regardless of what country you earned it in.

We are all strong individuals who understand the power and value of a team.

We do what we say we are going to do.

Enjoy a warm and inviting culture in a clean and bright workplace.

WHAT WE OFFER:

Competitive pay and benefits including extended healthcare, dental care, disability insurance life insurance, employee assistance program, online doctor.

RRSP program.

Fitness subscription Subsidy.

Training offered in 3 languages, French, English, Hindi.

Paid time off.

Company events.

The best fair-Trade coffee, Cappuccinos, etc. Free to every team member.

Our West Island location is easily accessible by car. We have free on-site parking.

Career opportunities: nine of our last ten promotions (including two members of our executive team) have been internal.