



Vigil is dedicated to improving seniors' quality of life through creative technology. We develop, manufacture and sell sophisticated monitoring and emergency call technologies throughout North America. Ours is a fast-paced environment where hard work, initiative, teamwork and flexibility are prized, and we are looking for a like minded individual to fill a key role in our Company. As a smaller organization we have a collaborative, open door culture based on trust where new ideas are welcome. This is an entry level sales and administration position ideally suited for a candidate looking to pursue a career in sales. If you have a strong work ethic and are looking to make a difference and feel appreciated, we would invite you to join our team.

Vigil utilizes Topgrading, a corporate hiring and interviewing methodology that is intended to identify A player candidates. The final step in the hiring process requires candidates to arrange personal reference calls with former supervisors and others.

Interested? Send your resume and cover letter to hr@vigil.com

Here are the specifics about the job:

Job Title: Junior Sales Support

Location: Victoria, BC

Reporting To: President and CEO

Travel: as required
(occasional /seasonal)

Education/Training:

- Undergraduate degree or business diploma preferable but not required
- Sales or Marketing training an asset

Experience:

- Experience working in a business environment preferable but not required
- Experience in a sales role is an asset but not required

Skills/Competencies:

- Exceptional customer service skills and pleasant phone manner



- Excellent communications skills both written and verbal
- Consistent attention to detail
- Highly organized providing timely, accurate and complete information
- Strong research and/or prospecting skills
- Flexible and adaptable with a strong desire for success
- Ability to work effectively independently or as a team in support of the Business Development Officers
- Proficient in Windows O/S, Microsoft Office including MS Word and Excel.
- Aptitude to learn quickly (especially with regard to industry expertise and technology)

Responsibilities:

- Support the proactive business development team efforts, including the creation and execution of outbound email campaigns
- Develop a program of “smart targeting” which involves building a list of target accounts and contacts that fit the “Ideal Customer Profile” to enable finding the right leads quicker and disqualify unsuitable prospects
- Periodically represent Vigil at trade shows or conferences
- Inbound call answering and sales order processing
- Process one off orders received from existing customers by telephone, email and facsimile

Last Updated: April 2019