



Position: Account Coordinator

McCowan Design and Manufacturing, experts in design, manufacturing, and distribution of equipment for retail applications is currently looking for an **Account Coordinator** to support our National Sales team.

If you are looking for a challenging opportunity that utilizes your talents in supporting sales, managing projects, and excel in customer service, then we would like to hear from you.

Duties & Responsibilities:

- The ideal candidate thrives and understands supporting clients needs as well as the National Accounts Sales team in a busy, multi-project-based environment.
- Responsible to provide a best-in-class customer experience at every interaction with our clients.
- Process all current and upcoming store orders & special projects, along with day-to-day administrative functions.
- Collaborate with all internal departments ensuring that accuracy, timeliness,
- Effectively communicate customer's requirements to our engineering/design department in order to develop new products and concepts.
- Gain a thorough understanding of our customer's store layouts; learn how to read store drawings /blueprints and translate into quotes and orders.
- Continually develop a deep understanding of client's industry/challenges

Qualifications Preferred:

- University or College degree, and/or approximately 5-7 years workplace experience
- Proven work experience as an Account Coordinator, Sales Coordinator or similar role
- Background in layout and design along with a technical acumen would be an asset
- Highly organized team player with strong analytical, problem solving and interpersonal skills.
- Excellent verbal and written communication skills
- Proficient computer skills, with working knowledge of Excel, Word, Windows, and PowerPoint

We offer a comprehensive benefits package and bonus program, compensation commensurate with experience.

Thank you in advance for your interest; should your qualifications match our requirements; we will contact you.

We welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

To apply please send resume to: hr@mccowan.ca