

Job Title: Business Relation Manager

Location: Montreal – Ahuntsic sector (Henri-Bourassa metro+69 West bus)

Industry: Business Development

Clientis helps companies in the hotel and tourism and other industries to develop their clientele by offering them efficient **sales advice, concrete sales and customer service trainings** and by organizing creative sales actions (**event planning**). Clientis offers a **dynamic, respectful, energizing and enriching** work environment with real promotion possibilities. Visit www.clientis.ca for more details.

Mandat: The Business Relation Manager will be responsible for the global growth of the company. He will assure to renew mandates and will be required to conclude new ones. He will also assure positive collaboration between various internal and external parties in order to ensure the company's success.

Job Description:

Management:

- Manage with rigour the different projects given
- Manage sales training projects and observe the evolution of acquired knowledge by offering support and feedback
- Follow and motivate Junior Account Executives
- Control client deliverables
- Report daily, weekly and monthly sales activities

Business Development:

- **Selective and highly professional outbound calls**, for **events** and to support the promotion of services (no direct selling)
- **Supervise and participate in the organisation of events**
- Maintain existing client relations and establish new relations with new clients
- Participate in monthly networking activities
- Organize targeted email campaigns and other creative sales actions

Required Qualifications:

- 2 to 5 years pertinent sales and marketing experience
- **High rigour** with data manipulation
- Demonstrated excellent aptitudes for selling and planning
- Very at ease on the telephone
- **Excellent understanding of the Office Suite (Word, good logique Excel spreadsheets, ACCESS, Powerpoint...)**
- Very comfortable with computers
- Important sense of organization, capacity to establish priorities and to be **very structured**
- Capacity to adapt to changes, works well under pressure and a profusion of energy!
- **Responsible, independent** and good sense of **initiative**
- Good sense of humour, capable of handling challenges, dynamic, capable of working in a team
- **Bilingual is essential (English, French)** oral and written
- College or university diploma in administration, sales, business management, communication, tourism or equivalent
- **Asset** : experience in a similar position or experience in customer service, call center, IT, direct selling, experience in events / tourism / hotel, experience in human resource management

Salary Offered: To be discussed, depending on experience. Social activities and bonus plan.

Schedule: From Monday to Friday 8.30 am to noon and 1.00 pm to 5.00 pm

Send by email **1 curriculum vitae** and **1 letter of motivation** before **December 15th 2009**

CLIENTIS danastasiou@clientis.ca – no calls PLEASE

To the attention of Ms. **Dimitra Anastasiou** with objet: candidature gest151209.