

Company: Clientis

Region: Montreal

Job Category:

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). Visit www.clientis.ca for more details.

Job Description:

- **Outgoing phone calls** for qualification needs, meeting proposals or event invitations (no direct sales)
- **Supporting the organisation of different events by collecting clients' needs**
- Reporting daily, weekly and monthly sales activities
- **Assuring an administrative and marketing support** to our Account Managers
- Composing and correcting different letters and other sales documents
- Organizing email campaigns
- Answering incoming calls, mail and emails
- Solicitation and coordinating in order to ensure the success of the commercial actions and client events.
- Other tasks

Qualifications:

- Very developed relationship aptitudes
- Great customer service
- Excellent French and **English** speaking and writing skills (**bilingual**)
- Organized & great aptitudes in planning
- Good spelling, **computer educated and meticulous towards clients' needs**
- Responsible, independent and good sense of initiative
- Good sense of humor, capable of handling challenges, dynamic, capable of working in a team
- 2 years of experience in a similar position or experience in customer service, call center, direct sales, **experience in event planning / tourism / hotel industry**
- College diploma in Administration, Tourism or in Communication or equivalent

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