

Sales Support (Order Entry & Contract Administration)



Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 26, 2024

Published : Jul 26, 2024

Employment Status : On-site

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Virtek Vision is a leading provider of precision laser-based templating and inspection solutions based in Waterloo, Ontario. We serve customers worldwide in the aerospace, prefabricated construction, transportation and manufacturing industries. Our solutions enable customers to produce their products better, faster and at a lower cost.

Reporting to the Sr. Director of Finance, the Sales Support (Order Entry & Contract Administration) role will be responsible for supporting global sales executives in their success in selling Virtek equipment and services. The successful candidate must be detail-oriented and be capable of supporting internal departments to ensure the company's exposure to liability is minimized. The ideal candidate thrives in a fast-paced environment, has excellent data entry skills, and is capable of managing multiple tasks simultaneously.

Duties and Responsibilities:

- Contracts Administration – pre & post customer PO
 - Review of terms & condition documents, including RFQ documents, identifying key issues and points requiring follow up with customer/supplier.
 - Liaising with sales executives and management, production management and customer service to ensure order requirements can be met.
 - Updating/maintaining CRM data relating to orders as they flow through from start to finish.
 - Provide insurance certificates where required.
 - Project related functions relating to customer contracts and documentation.
- Order Entry Specialist
 - Supporting global customer order entry for all system orders, including customer follow up for missing information.
 - Processing letter of credit documentation and negotiate with customers & banks
 - Identify & participate in improvement projects ranging sales quoting through to customer invoicing.
 - Lead weekly meeting to review open orders & opportunities
 - Weekly reporting of order intake & recognized revenue
 - Monthly reporting of backlog
 - Completion of process-oriented tasks as assigned.

Skills and Expertise required:

- 5 years order desk experience, preferably in an industrial or manufacturing environment.
- Business/management education or experience an asset.
- Excellent interpersonal, teamwork, communications skills including excellent verbal skills.
- Multi-lingual skills and asset. Fluent English skills required.
- Detailed oriented and process focused. Accuracy in data entry and attention to detail.
- Well-developed computer skills including CRM tools and integrated ERP systems. Epicor Kinetic and Salesforce preferred
- Knowledge in international export regulations and requirements is a plus.
- Ability to manage competing deadlines.
- Ability to work with minimal supervision and use initiative in a wide variety of situations.

Joining our team as a Sales Support (Order Entry & Contract Administration) person offers an opportunity to contribute to our organization's success by ensuring our data is managed accurately and efficiently. If you have a passion for data accuracy and enjoy working in a collaborative environment, we encourage you to apply.

Note: This position will be at our Waterloo location and is required to be worked at that site.

Virtek encourages applications from all qualified candidates. Accommodations are available upon request. Should you need an accommodation at any stage of the recruitment process please contact us at 519-746-7190 ext. 202.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
