



THE RIGHT PEOPLE. THE RIGHT BUS.

## Sales Coordinator – Surrey, BC

Dynamic Specialty Vehicles is looking for a motivated and team-orientated Sales Coordinator to join our team in Surrey. This person will support the Vice President Sales with the day-to-day sales department administrative functions of the company. This position presents an opportunity for someone with an interest in sales to grow and develop their skills with exposure to several different areas within the business.

### Job Responsibilities:

- Provide general sales administration support
  - Create unit files in the ERP system
  - Upload required documentation to the ERP system
  - Create and maintain hard copy unit files
  - Maintain and update CRM as required
  - Produce sales opportunity reports and metrics from CRM
  - Assist salespeople with invoicing requirements
  - Complete and submit vehicle import documentation
  - Complete ICBC registration for all BC based units
  - Complete and submit all OEM warranty documentation
  - Complete APV9T documentation for all BC retail sold units
  - Assist VP Sales with additional tasks as required
  - Various other duties as assigned

### Education, Experience, and Requirements

- Sales experience education or work experience
- Excellent communication and coordination skills
- Excellent time management and organizational skills
- Ability to work autonomously and proactively
- Ability to multi-task and adapt in a fast-paced environment
- Willingness to learn and take on a variety of tasks
- Proficiency with Microsoft Office

Wage: Competitive (based on education and/or experience)  
Plans: Medical, Dental, and Pension Plan  
Work hours: Monday to Friday from 8:00AM to 4:30PM  
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