

For over 30 years, Applied Computer Technologies has been a leader in the Bermuda Marketplace offering a large portfolio of technology products and services to fit the evolving needs of our customers. We believe in building strong relationships with our clients and partners, leveraging market leading technologies and services to achieve success.

ACT is seeking to employ a Sales Coordinator Specialist to provide administrative support to the sales team by managing vendor schedules, communicating relevant information, and ensuring the adequacy of sales-related processes. The candidate will be expected to interpret sales metrics and be goal-oriented.

ESSENTIAL JOB FUNCTIONS:

- Co-ordinate sales and project team training for certification requirements
- Manage vendor relationships ensuring they are properly represented in ACT's markets
- Delegates individual leads to sales team associates
- Maintains an organized and accessible system for sales professionals
- Handles all sales administrative duties for the organization
- Tracks and reports service and sales numbers

KNOWLEDGE, SKILLS AND ABILITIES:

- Associate's degree in technical field or business. Bachelor's degree preferred.
- Minimum of three years' customer service or related experience of technical knowledge/experience in industry with product familiarity.
- Understanding of product terminology and part numbers; continual learning about basic technical aspects of products preferred.
- Demonstrated computer skills in Microsoft Office (Word, basic Excel, Access, and Powerpoint), email and internet.
- Ability to work well in a fast-paced environment
- Excellent client management and business literacy skills.
- Strong interpersonal and negotiation skills.
- Analytical problem-solvers who can work independently and meet deadlines.
- Detail oriented and possess strong organizational and verbal and written communication skills.
- Abilities to multitask and provide excellent customer service are essential

Interested candidates should apply in writing, referencing the position you are applying for, with a resume, no later than April 30, 2019 to:

Human Resources
Applied Computer Technologies Ltd.
P.O. Box HM 2091, Hamilton HM HX
or by email to: careers@act.bm

ACT is an Equal Opportunity Employer

it starts with >>

Applied Computer Technologies



Powerhouse, 7 Par-la-ville Road, Hamilton, HM11

www.acti.bm