



Job Title	Administrative Sales Support		Job #	2001002
NOC / NAICS	6411 / 511211	Date	January 3, 2020	
Location	WORK FROM HOME	Wages	\$15.00 per hour	
Experience (Yrs.)	<input checked="" type="checkbox"/> 0-1 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	Hours/Week	16 hours/week	
Employment Type	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input type="checkbox"/> FT <input checked="" type="checkbox"/> PT	Schedule Availability	2 days / week / flexible hours	
Benefits Available After Probation Period	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes:			
Workplace / Physical Requirements	Must have a telephone, internet and computer with office space at home			

Company
 Employer-of-Choice Awards Programs provides corporate culture recognition programs to businesses including on-line surveys, employee engagement software and workshops/seminars. Programs include: Non-profit Employer of Choice; Boating Industry Canada Employer of Choice; Hotelier Employer of Choice and more.

Job Duties
 The primary function will be to collect and update contact information for various databases used to support each program.

- Outbound calling to collect current contact information for sales/marketing activity
- Confirm decision maker including email address and phone number.
- Update database (Excel spreadsheet) with current contact information
- Liaise with CCEOC on a weekly basis to inform on progress, clarify any issues
- Provide updated information on a weekly basis
- Provide any noteworthy feedback on an ongoing basis

Requirements / Candidate Profile

- Professional demeanor
- Good communication and organizational skills
- Must be professional and comfortable with business-to-business communication via phone and email
- Training will be provided
- Experienced and comfortable contacting organizations via telephone and email
- Must have own computer and be competent with MS Office programs - Word, Excel, Outlook
- Must be able to work from home

How to apply
To apply please submit resume to HRQR@rnccs.ca for pre-screening and consideration.
Include a note indicating why you are a good fit for this position.

Disclaimer
RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.