

Interfacing Technologies Corporation (ITC) is a dynamic Montreal-based software & services company with over 15 years of experience in process modeling, simulation, knowledge and performance management software. ITC has worked with prestigious fortune 500/1000 organizations from diversified industries such as pharmaceutical, banking, utility, finance, industrial, health care, governmental, etc. world wide. ITC also has an established international network of partners' who market and support Interfacing's software and services.

ITC products & services include a suite of specialized solutions for business managers and professional consulting services. As part of the business development team, sales representatives are primarily working directly with ITC's clients to assess requirements and propose solutions. ITC prides itself as being a leader in the BPM space and is searching for individuals who can understand a business' needs and properly articulate the value of ITC's solutions to potential clients and partners (a consulting role).

The Sales/Channels Assistant is an entry level position with advancement potential to a sales representative /account management and/or channel management position. You will acquire knowledge with our products and technologies and will be responsible for assisting the Sales Representatives and Account Managers in different sales and marketing support tasks. Support tasks will include calling and e-mailing prospects, customers and partners, assisting in preparations of proposals, support to e-mail campaigns, events, and account data management. The Assistant must command excellent communication skills and contribute to the overall prospect and customer experience with Interfacing. The scope of responsibility incorporates product/ service sales, market expansion, and distribution / alliance establishment. Included as well is the overall development and execution of the corporate marketing and sales strategies at an international level.

Daily Tasks:

Sales/Marketing

- Calls/E-mail prospect and leads – on behalf of the Sales Reps, be able to conduct initial needs assessment
- Assist in preparing demos, sales activities with prospect, clients and partners qualify prospects
- Manage data entry tasks
- Prepare, assist and help in product demonstrations
- Assist in preparing client software and service quotations/proposals
- Assist in pre and post sales follow-up
- Assist and provide input to the marketing department for building effective sales collateral (presentations, brochures, case studies, press releases, news briefs), preparing for events and helping prepare and send information packages for prospects / customers.
- Perform research tasks for Sales/Account reps and Marketing people.
- General support to Sales reps – including Travel arrangements, phone coverage, admin tasks, etc.

Partners/Alliances

- Help addressing partner requests
- Manage logistics related to partners (follow ups, sending materials, coordinating visits, etc.)
- Channel/alliances agreements
- Be the support contact person for worldwide partners

Qualifications:

- Languages and Communication:
- Fully bilingual English and French. ITC's client base is international (worldwide) and its' largest market is the US causing English to be the predominant language; however, ITC is expanding the local Quebec market and is looking for a candidate with strong French written & oral communication skills.
- Additional spoken/ written languages (Spanish, German, Portuguese, Mandarin, etc.) is an asset.
- Excellent communication and inter-personal skills
- Computer literate: command of PC environment, MS Office, documents publishing and spreadsheets, Internet,
- Familiarity with Business Process Management and related Management Information Systems are large assets

Interpersonal skills:

- Dynamic, personable, action and results oriented
- Self-motivated learner and self starter
- High Integrity and professionalism
- Team player, listener and proactive by nature
- Leadership and motivational capabilities

If you meet the above qualifications and interested in professional growth and in joining an innovative and growing Canadian Software and Services company (with worldwide partners & clients), you should consider Interfacing Technologies Corporation for your next career move! Please send resumes to: jobs@interfacing.com