

Sales and Marketing Assistant

About the Company

Shockwave manufactures premium marine suspension seats. From military to recreational applications, Shockwave sets the standard for marine suspension seating. We are an innovative marine business, poised to expand significantly thru a broad global distributor network. Our company works hard to offer boaters an on the water experience they could never have imagined.

About the Role:

This is an opportunity to work for a progressive company and provide support for the sales and marketing team. You will be expected to; answer the sales dept phone, communicate via phone and email with customers and prospects, receive and input sales orders, assist customers with excellent communication skills, support the sales team. Additionally, you will be assisting with a variety of marketing tasks such as handling online sales and inquiries and tradeshow preparation and bookings.

Your tasks and responsibilities will include:

- Customer Interactions – handle customer calls, respond to email.
- Sales order handling – Input sales orders into ERP
- Manage and input orders at our 3PL fulfillment warehouse
- Own the CRM and continually update system
- Provide assistance and support to the sales and marketing team

Your Skillset includes:

- ✓ 2 – 3 years experience in office / sales admin.
- ✓ Computer literacy with the Microsoft suite, and some knowledge of CRM platforms
- ✓ Excellent communications skills

What we offer you:

- RRSP matching after 5 years
- On-site gym
- Extended Health Care
- Dental and Vision benefits
- Disability insurance
- Life insurance
- Room for Advancement

SHOCKWAVE

MARINE SUSPENSION SEATING

Job details

Salary: Starting wage of \$30 - \$34 depending on experience (paid hourly)

Working hours: Mon – Fri / 40 hours a week (In office position/Remote is not available)

Work Location: On-site, in-person, Sidney, BC Canada

If this position sounds perfect for you, we would love to talk to you.

Please send us your resume and cover to:

✉ jobs@shockwaveSeats.com

