



**POSITION: Manager, Sales – British Columbia & Alberta**

*PRIMARY OBJECTIVE OF THE POSITION:*

*The Sales Manager is responsible for professionally promoting Cargojet to existing and potential new customers with the goal of achieving maximum sales and profit growth within British Columbia and Alberta.*

**Principle Duties and Responsibilities:**

- Professionally promote Cargojet to existing and potential customers.
- Meet/Exceed planned sales targets.
- Maintain relationships with existing customers at all levels of their organization through regular visits.
- Relay customers' future buying trends to Cargojet's senior management and ensure timely adaptation to customer/industry changes.
- Identify new markets and business opportunities.
- Liaise between the customer and all departments of Cargojet.
- Provide account information and address customer needs.
- Resolve billing/operational issues.
- Generate new business through prospect selling.
- Demonstrate thorough knowledge of competitors' products and services.
- Maintain all customer rates and coordinate with billing and invoicing system.
- Perform weekly audit & final approval of all ad hoc customer invoices.
- Maintain/input weekly and monthly management sales reports and analyze data.
- Implement rate/surcharge changes and liaise between customers and Billing/IT to ensure all customer profiles are updated accordingly.
- Liaise with the Customer Service department to ensure highest level of customer satisfaction.
- Perform other duties as assigned.

**Minimum Qualifications:**

- Previous years of sales experience an asset.
- International and/or domestic air cargo experience would be an asset.
- Intermediate Proficiency with MS Office applications
- Knowledge of Dangerous Goods would be an asset.
- Relevant Health & Safety courses, applicable Security training, SMS, WHMIS.
- Able to work independently with the ability to prioritize and adapt to changing priorities.
- Superior time management and organizational skills.
- Excellent oral/written communication skills.
- Must be solution-oriented.
- Thrive in a fast-paced, ever changing environment.
- Dedicated self-starter and self-learner.
- Strong tact for confidentiality.
- Post-secondary education in Marketing, Sales, Management or equivalent work experience
- Must be able to travel for short periods of time

Cargojet is an equal opportunity employer.

We thank everyone for their interest but only those candidates selected for an interview will be contacted. We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.

Send Application to: Human Resources

Email: [nsingh@cargojet.com](mailto:nsingh@cargojet.com)