

# CAREER OPPORTUNITIES



## Client Account Administrator (BDCAA\_1712)

### Position Summary

Reporting to the **Director of Business Development – NANLA**, the main function of the **Client Account Administrator** is to provide administrative support to the business development team within Upstream Minerals. This is a full time position, working 40 hours per week.

### Duties and Responsibilities

- Administrative support to the Director of Business Development
- Interrogation of Sales data and creation of monthly reports
- Collection of market information and sales figures to assist in corporate presentations
- Monitoring and reporting of sales team performance through CRM
- Assist in formulation of sales budgets and quarterly forecasts
- Assist in the formulation and presentation of tenders
- Support S&M team in VUM network as required
- Client follow up with welcome package, credit application, etc
- Maintain and monitor government websites and online procurement requirements for major clients
- Monthly reports, KPI reports and LKA reporting as required
- KPI reporting for VUM
- Assist with CRM reporting and tracking
- Assist Senior BD Coordinator with branding projects
- Create quotes, sales follow up, upload all relevant documents in Quote Module
- Comply with all company policies, OHS and other legislated regulations, laboratory safety procedures and applicable ISO Quality System SOPs
- Other high level administrative tasks or projects as required or assigned by the Director of Business Development

### Experience, Qualifications & Skills

- Minimum college level education
- Previous experience in administrations, preferably in sales & marketing
- Some financial experience or background an asset
- Commercial, legal and tendering experience are strong advantages
- Excellent communication and interpersonal skills (able to deal with both internal and external issues tactfully and efficiently in a fast-paced dynamic environment)
- Fluency in Spanish an asset
- Strong analytical, organizing and time management skills
- Excellent written and numerical skills with strong proficiency in MSOffice (PowerPoint in particular)
- Able to work independently and as a part of a team

If you feel that you are the right person for this position please forward your application by email, quoting reference **BDCAA\_1712** to: [hrdept@ca.bureauveritas.com](mailto:hrdept@ca.bureauveritas.com)

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