



Job Opportunity

Position: Sales Coordinator

East Coast International Trucks, Inc is looking for a Sales Coordinator based out of our Moncton location. ECI is a very dynamic and fast-paced truck dealership with 4 locations between NB and NS. We are growing and looking for a lively and enthusiastic person to join our Sales Team as Sales Coordinator.

This person would ideally have a thorough knowledge of Microsoft Office, a general business acumen and some accounting experience. Truck experience and knowledge is not required. A valid Drivers' License is a necessity.

Some responsibilities include:

- Maintain internal inventory spreadsheet, files and keys
- Liaison between Service Department and New Truck & Trailer sales
- Assist in the ordering & order management as well as registration of New Truck & Trailer for Warranty
- Review & create Purchase Orders
- Develop, update and review monthly sales metrics for New Trucks & Trailers
- Assist Accounting in monthly reconciliations
- Manage truck/trailer movements between branches
- Registrations at Department of Motor Vehicles

Interested and want to know more?

Please contact:

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