

Sales Coordinator for German Market

Maison Battat Inc. – Montreal QC

Battat is a privately owned international business located in Montreal that has been in North America for over 45 years. We are in the business of designing and manufacturing high quality educational and innovative toys and have experienced constant growth over the years. We are a team of dynamic individuals in an organic environment through which we all grow and in turn contribute to the company's success.

We are currently looking for a talented and motivated **Sales Coordinator with excellent knowledge of the German market** to provide administrative support for the Sales team:

Responsibilities:

- Provide administrative support to sales in connection with processing of inquiries, sales planning and sales orders for retailers in Germany;
- Monitor and keep up to date with German market online trends;
- Work closely with Digital Marketing team to provide data insights & ad hoc analyses of German market trends;
- Translation of online content in German;
- Prepare and submit for approval, item presentations, quote sheets on customer specific format and requirements;
- Represent the company at marketing events such as trade shows;
- Assist in general office work and other administrative tasks as required.

Skills, Competencies & Requirements:

- Knowledge of German market a must;
- Strong knowledge and experience using Microsoft Office including Outlook & Excel;
- Excellent knowledge of English and German to deal with foreign divisions and German customers;
- Ability to work as a team;
- Exceptional organizational, administrative skills and attention to detail;
- Strong sense of responsibility;
- Able to multitask effectively and manage priorities;
- Ability to adapt to a constantly changing and dynamic environment;
- Some travel required (10%);
- A university degree in a related field (MBA an asset).

Experience:

- Minimum 2 years of experience in a similar position.

Please feel free to visit our current Web Sites: ogdolls.com, myglittergirls.com, woodzeez.com, terrauniverse.com, mybtoys.com and battatco.com.

We offer a competitive salary based on experience, a generous group benefits package, continued education and an on-site gym facility.

Please e-mail your CV to hr@battatco.com

We thank all applicants for their interest however only selected candidates will be contacted.