

# Job Description

## Sales Associate



### About Our Company

We're a young and rapidly growing clean-tech company in downtown Toronto, specializing in Smart Energy and smart grid technologies. We develop cutting-edge wireless hardware and software solutions that allow appliance manufacturers to easily add smart grid communication to their next generation of intelligent, energy-aware devices. With over 100 clients ranging from small tech companies to leading international brand-name manufacturers, MMB Research offers its employees an uncommon breadth of exposure and sales experience, as well as a close knit and interdisciplinary work environment.

### Position Summary

While serving as an account manager for new and existing clients, you will be responsible for expanding our global portfolio of customers as well as strengthening our existing relationships. In addition to sales responsibilities, you will contribute to product planning and gather market intelligence. The position presents an extraordinary opportunity for growth and will require you to build trust, demonstrate integrity, and foster effective working relationships with our support and admin teams. The successful candidate is highly motivated and has a strong desire to be part of a rapidly growing business.

### Essential Duties and Responsibilities

- Manage proactive day-to-day communication with your portfolio of clients
- Identify new clients and generate sales of our line of products and development tools
- Assist in the implementation of marketing plans
- Maintain impeccable records of customer communication and sales activity in our CRM and established internal communication systems

### Requirements

- Exceptional English verbal and written communication skills
- Mastery of Google Docs, and proficiency in Microsoft Word and Excel
- Bachelors degree and/or considerable relevant work experience
- Ability to travel abroad to shows, events and client meetings
- **(Asset)** Proficiency in Intuit Quickbooks
- **(Asset)** Proficiency in Adobe Creative Suite, in particular Adobe InDesign and Illustrator

### Contact

Director, Business Development  
jobs@mmbresearch.com

Please submit cover letter and supporting documents in PDF, and include "Sales Associate" in subject line.

