



JOB OPPORTUNITY

Position: Sales Coordinator

Location: Burlington

Hensall Global is a leading logistics provider offering freight transportation services and logistics solutions to our global customer base.

We are looking for an experienced Sales Coordinator to join our team.

What we offer:

- Full-time position.
- Competitive annual salary plus the ability to earn additional commission.
- Group benefits plan (health, dental, vision, massage, chiropractic, physiotherapy, etc.).
- Health care spending account.
- Pension plan matched by employer.
- Excellent vacation and paid time off.

Position Overview:

With the support and guidance of the Sales Manager, the Sales Coordinator is responsible to provide support to key customer accounts. They will actively communicate with customers to identify opportunities and ensure the most effective solution. The Sales Coordinator is a motivated, self-starter that can create long-term relationships to meet organizational goals and objectives. As a representative of the company, the Sales Coordinator will work closely with inter-departmental team members to ensure top-notch customer service and customer satisfaction.

Job Duties and Responsibilities:

- Provide effective customer support and service and capitalize on opportunities to provide solutions or recommendations.
- Develop methods to identify and prospect for new sales opportunities.
- Work closely with the Sales Manager and inter-departmental team members to develop sales strategies and customer service initiatives.
- Foster positive working relationships and collaborate with clients and inter-departmental team members.
- Submit quotation requests to the commercial pricing team to ensure rates, routings and service options are accurately detailed.
- Ensure efficient and thorough communication and follow-up with customers and team members.
- Elevate any customer agreements to the Sales Manager to ensure the terms and conditions are properly assessed and approved.
- Generate sales reports, analyze account activity and present them to the management team and sales team members as required.
- Meet sales targets and goals to ensure customer retention and growth of accounts.
- Maintain up to date industry knowledge, technologies and trends.



- Conduct market research and determine appropriate strategies to create a competitive advantage.
- Attend industry events and trade shows as a Representative of Hensall Global.
- Understand, follow and enforce Health and Safety policies and procedures.
- All other duties as assigned.

Required Qualifications:

- Post-Secondary education in Business, Marketing or Sales related program.
- Minimum 2 years of experience in global logistics, international freight forwarding, transportation and third-party logistics.
- Previous sales experience or client account management will be an asset.
- Solid technical knowledge of logistics and freight forwarding, including familiarity with industry terminology and concepts.
- Exceptional interpersonal, verbal, and written communication skills, with a strong focus on customer service.
- Proactive mindset with the ability to take initiative, plan effectively, and solve problems independently.
- Ability to think strategically while multi-tasking, prioritizing, and managing time efficiently.
- Excellent organizational skills with a keen eye for detail.
- Strong strategic selling and negotiation skills with ability to adapt as required.
- Ability to cold call and develop strong, lasting relationships.
- Ability to work in a fast-paced environment with the flexibility to adapt to changing priorities.
- A positive and professional attitude and willingness to work collaboratively with all team members and customers.
- Ability to work both independently and in a team environment.
- Proficient computer skills, including Microsoft Office (Word, Excel, PowerPoint) and other standard business applications.
- Must have and maintain a valid driver's licence and a reliable vehicle for business travel. (business related vehicle expenses will be reimbursed)
- Must have or be able to obtain and maintain a valid passport for business travel.

If you are interested in applying for this position, please submit your cover letter and resume to:

Yolanda Levy Human Resources Manager
yolanda.levy@hensallglobal.com

Internal Deadline: Monday, September 8, 2025