



E.B. Horsman & Son

The Electrical Distributor of Choice!

About the Team

E.B. Horsman & Son (EBH) has been in business since 1900. We are strong, nimble, and growing! EBH is proud to be a successful Western Canadian electrical distributor with 20+ locations throughout BC, Alberta, and Saskatchewan, and we are consistently recognized as one of Canada's Best Managed companies. We take pride in living our core values and carrying our mission statement of "Providing the Best People, Best Solutions, and the Best Service in the Electrical Industry."

Why Join the EBH Team?

The Perks.

- Full benefits package
- Competitive compensation plan
- Profit-sharing
- Employee share ownership program (ESOP)
- RRSP matching after 1 year of employment
- Birthday day off

The People & Culture. You will be a part of a collaborative team with people you can be proud to work with.

Continuous Development. You will have access to our EBH University for personal & professional development. Training & Development has been an essential part of our culture. Increasing our knowledge not only builds confidence but empowers growth through learning.

About the Role:

We are seeking a Sales professional to support a variety of sales initiatives that align with the EBH culture, values, strategy and business needs. We are seeking a **Corporate Sales Support Specialist** at our Head Office, which is located in South Surrey a fast-growing area in the Campbell Height Business District.



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The **Corporate Sales Support Specialist** is responsible for supporting the Sales Directors with sales-related projects and general administration. They will collaborate to execute integrated sales initiatives, including the creation, presentation and management of corporate proposals, contracts and strategic presentations. They will maintain sales databases where necessary, including user management, document control, business analysis and sharing of results within and outside their department.

Position Type/Schedule:

This role will be onsite based out of the Head Office. This is a full-time position, Monday-Friday, 40 hours per week with the ability for hybrid remote work following the probationary period.

Location:

19295 25th Ave, Surrey B.C

About the Opportunity:

- **Sales Support.** Responsible for maintaining sales and marketing databases such as CRM input, data tracking, creating a list of potential clients/bids, and pricing for corporate/territories contracts.
- **Presentation.** You have a high level of comfort with the creation of impactful and strategic presentations for the sales division, such as department sales presentations, and designing organization charts.
- **Event Management.** Our sales division will need your support for coordinating various industry sales and training events, including preparing Annual General Meeting materials, preparing trade show materials, and assisting with the calendar and travel coordination for Sales Directors and Sales Division.
- **Collaborative Communication.** Open communication, verbal and written is integral for this role, as you will prepare engaging content on behalf of the Sales Directors and Sales Division. Such as preparing



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NEWS



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sales-related projects and initiatives, emails, letters, online content, assisting with sales campaigns, preparing customer surveys, and preparing press releases, and so much more.

- **Analytical Mindset.** In this role, you will be the gatekeeper for analyzing, identifying, reviewing sales reports and trends of our customer sales activities by blending various reports and accounts utilizing advanced Excel, Mits and ASPEC.
- **Values Teamwork.** You will be collaborating and supporting three (3) Divisional Directors along with with our internal EBH branch network and working closely with various departments such as Corporate, Sales and Marketing. Teamwork is essential in this role.
- **Highly Driven & Motivated.** With our continued growth, you will be challenged in a fast-paced environment with competing priorities.
- **Customer Service Orientated.** You will be the main point of contact and liason of the Sales Division and will be responsible for developing and maintaining professional, positive customer relationships, both internally and externally.

What you'll bring to this role:

- Business Diploma or Degree with a specialty in a related area or equivalent combination of education and experience
- Experience in supporting a sales team or sales manager
- Experience conducting business research and writing business proposals
- Advanced computer skills with high proficiency in MS Office; specifically, Excel, PowerPoint and Outlook
- Experience working with marketing and digital eCommerce teams.
- Excellent at organization and time management.



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- Experience with a customer relationship management program such as Salesforce or similar.
- Strong business communication, writing and presentation creation skills and familiar with MS365 (SharePoint, OneDrive and Teams)
- 3+ years of experience in an administrative role
- 2+ years of experience in a sales environment
- Reliable transportation is required

Our Core Values: Celebrating the Past, Empowering the Future

Teamwork & Collaboration | Integrity | Commitment | Reliability | Initiative | Continuous Improvement

Take Your Next Step With EBH

If you believe your skillset matches the above description and are an enthusiastic, innovative, passionate and energetic individual we would like to hear from you. Please visit our website to apply for this posting www.ebhorsman.com/careers or click "Apply" on this posting.

Our Commitment to Inclusion & Diversity

E.B Horsman & Son is a proud equal opportunities employer and we are committed to creating a respectful, inclusive and barrier-free workplace that allows all of our people to reach their full potential. A diverse workforce is a key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply and hope you will choose E.B. Horsman & Son as your employer of choice.

We thank all interested applicants. However, we are only able to work with those who live in Canada and have permanent working status. Please note that only those chosen for an interview will be contacted.



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