



*Committed to Leadership in Our Industry*  
**Sales Coordinator**

## **What we do**

At Miller Environmental Corporation, we give industrial by-products (waste) a new life through physical and chemical processing. Our focus on treatment increases the opportunity for reuse, recycling and recovery and drives our mission to provide innovative and accountable environmental management solutions that advance an environmentally sustainable world.

Miller is a 100% Canadian owned company which operates one of the largest independent waste treatment and processing facilities in Western Canada. Through research and innovation, we develop new methods to treat or repurpose waste and strive for the highest recovery rate of waste possible. We treat waste from all regions of Canada and the United States, literally demonstrating that “All roads lead back to Miller.” Join the Miller team and embark on a career that isn’t just about the culture of environmental responsibility, but is actually driving environmental stewardship every hour of every day.

## **What you will do**

Reporting to the Sales & Service Supervisor, the Sales Coordinator plays a crucial role in supporting business development. The primary responsibilities will include client management, securing new customers, and assisting with specialized contracts.

### **1. Client Management:**

- Maintain and manage client requests, including communication, documentation completion, and record-keeping in the database system.
- Provide monthly reports to customers and analyze customer accounts.
- Ensure the upkeep of client databases.

### **2. Project Assistance:**

- Support invoicing and preparation of supporting documentation for monthly reporting.
- Attend project meetings as required.

### **3. New Customer Inquiries:**

- Assist senior staff with new customer inquiries through various channels such as calls, emails and social media.
- Provide quotations, follow-up with customers, and assist in achieving revenue budgets.

### **4. Sales Support**

- Assist the Sales Department as needed to achieve revenue targets.
- Monitor and track Key Performance Indicators (KPIs), project production, and hourly work in CRM/ENWIS computer systems.

## 5. Administrative Support

- Other duties and responsibilities as assigned.

### What you will need

- Post-secondary education in a related field such as the traditional Sciences, Environmental Sciences or Environmental Studies.
- 2-3 years of sales, customer, or industrial field service experience preferred.
- Experience in the Environmental & Industrial Field Service Industry is considered an asset.
- Background in Chemistry would be beneficial but not mandatory.
- Excellent organizational and administrative skills.
- Superior attention to detail.
- Strong communication skills and client relation skills.
- Proficient with Microsoft Office Suite, including Word, Excel, Outlook, Teams, OneNote, and Adobe. Experience with MS Project is an asset.
- Ability to work under pressure and exercise good judgment.
- Proactive problem-solving skills with strong decision-making capability.
- Effective working independently, with the ability to develop and monitor project timelines.
- Capacity to handle confidential information with discretion.
- Solid time management skills, with the ability to prioritize tasks effectively.
- Willingness and aptitude for learning on the job and in formal settings.
- High accuracy and attention to detail.
- Must hold a valid driver's license.

### What we will provide

Joining Miller gives you the opportunity for growth and development throughout the company, a competitive salary and benefits package, and to be part of a dynamic and diverse culture. At Miller we understand that our strength and expertise come from our dedicated team. We invest in the growth of our knowledge base by offering our team members:

- Extended Health Care Benefits including dental care and prescription drug benefits.
- Travel Insurance coverage
- Annual Cost of Living Allowance increases
- Emphasis on career growth and advancement of employees.
- Matching Pension plan

*We support you through:*

- Annual vacation
- Personal days off
- Employee Assistance Program (EAP)
- Safe work culture driven by employee participation.

- Post Secondary Education Awards (\$1000.00 annually) for dependents of employees enrolled in post-secondary education.
- Employee Referral program
- Personal Protective Equipment (PPE) Allowance program
- Extensive safety training and development

Joining Miller means that you will be working for an organization that is focused on social and environmental responsibility. We are committed to providing our employees with respect, empowerment and accountability, teamwork and a healthy work environment. If you are ready to begin a rewarding career making a difference in our world, we'll help you get there.

*Miller is an equal opportunity employer committed to diversity and employment equity. We thank you for your interest. Only those selected will be contacted for an interview.*