

SALES COORDINATOR
Professional Turf & Reclamation (PTR)
Calmar, AB

Brett-Young Seeds Limited is a privately owned and trusted production, distribution, sales and marketing organization with strong local roots since 1934 and a broad international reach. Our goal is to serve the needs of our customers by delivering world-class, differentiated products and market-leading service. In 2024, BrettYoung qualified for the Canada's Best Managed Companies designation for the seventh consecutive year, joining their prestigious Platinum Club Status.

We are seeking a detail-oriented and proactive Sales Coordinator to join our Professional Turf and Reclamation (PTR) team. This role is pivotal in supporting our sales operations, ensuring smooth communication between the sales team and clients, and contributing to the overall efficiency of our department.

Key Responsibilities

Sales Support

- Monitor tender sites, prepare and submit tender documentation.
- Provide quotes and product documentation to customers in support of Regional Account Managers.
- Respond to online and phone call inquiries and redirects to proper channels.
- Support sales team communication and coordination.

Administrative Support

- Generate reports for sales and management.
- Assist with organizing and planning of annual sales meetings.
- Provide backup support to the PTR Administrative Coordinator.

Qualifications

- High school diploma or equivalent; accounting/credit certificates are an asset.
- Minimum 2 years of experience in a similar role.
- Experience in seed, turfgrass, or environmental sciences is an asset.
- Bilingual in French and English is considered an asset.
- Strong attention to detail, communication, and problem-solving skills.
- Ability to work independently in a fast-paced environment.

BrettYoung is an Equal Opportunity employer.

In addition to the opportunity to join a team that values and celebrates everyone's contributions, BrettYoung Seeds is an organization that offers an attractive compensation package and an outstanding and comprehensive benefits package as well as a 6% accrual rate for vacation to start.

Interested applicants are invited to apply by submitting a letter of interest and a resume by September 29th, 2025, to:

Email: Human.Resources@brettyoung.ca