

# wilsondisplay

## store fixtures

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### **Position: Account Coordinator**

Wilson Display, Canada's leading designer and manufacturer of retail store shelving and display systems based in Mississauga, is seeking an energetic individual to be trained for the position of Account Coordinator.

Responsibilities include:

- Coordinate and manage our national retailer's projects and new store programs
- Maintain daily communication with customers to keep them informed of order status, quotations, product information, and inventory status
- Gain a thorough understanding of our customer's store layouts; learn how to read store blueprints and translate into fixture orders
- Provide support and back-up to National Account Managers, including occasional visits to customer's offices and job sites

Qualifications Required:

- University or college degree, combined with 2-3 years workplace experience
- Highly organized team player with strong interpersonal skills
- Excellent verbal, written and analytical skills
- Proficient computer skills with working knowledge of Excel, Word and Windows (SAP experience an asset)
- Bilingualism, sales and/or customer service experience an asset

For the right candidate, this position has potential for advancement.

Comprehensive benefits package and bonus program, salary commensurate with experience. Please send your résumé to [info@wilsondisplay.com](mailto:info@wilsondisplay.com)

Thank you in advance for your interest in Wilson Display; should your qualifications match our requirements, we will contact you.