



# SALES & COMMUNICATIONS SPECIALIST

## COMPANY DESCRIPTION

**Livestock Water Recycling, Inc. (LWR)** is North America's leading provider of manure treatment systems. Our patented technology platform recycles a farm's uncontrolled waste stream into clean, reusable water, while concentrating the nutrients into a saleable fertilizer. Our technology creates value for the food production industry by reducing the expense and environmental impact of waste liquids. LWR offers the only proven nutrient recovery technology that reduces the volume of manure, but makes a valuable solid and liquid fertilizer, and delivers a high-quality water source. At LWR we have a passion for the environment and sustainability.

LWR has been the recipient of numerous industry recognition including Dairy Herd Magazine's Top 10 Innovation Award, the Deloitte Fast 50 Award as well as the Deloitte Technology Green 15 Award. In 2015, we were featured on the cover of Canadian Geographic after winning the 3M Environmental Innovation Award, and last year we made the 2017 Profit 500 List of Canada's Fastest-Growing Companies. We have already made a significant contribution to the advancement of modern agricultural practices and farming sustainability.

## POSITION SUMMARY

**The Sales and Communications Specialist** is a superior customer service expert and has impeccable communication skills. Supporting both the sales and marketing departments, the Sales and Communications Specialist will oversee social media activities, create external marketing communications, manage and develop new leads, assess customer needs promptly and efficiently, make product recommendations, provide accurate information regarding product details, take sales orders and ensure that information is recorded accurately to ensure that we exceed the customers' expectations.

This is an excellent opportunity for an ambitious, career-oriented individual desirous of being part of a growing early stage organization with the ability to impact the future success. We offer competitive compensation and benefits as well as exceptional career growth potential.

## JOB TYPE / CATEGORY

Industry: Agriculture, technology, wastewater  
Job type: Full-time, 40 hours a week  
Environment: Sitting for long periods of time  
Compensation: Salary + commission





## KEY RESPONSIBILITIES

### Lead Development and Sales Support

- Complete the order process which includes offering pricing terms according to established margins; sourcing of additional products; and generating sales orders;
- Accurately enter quotations and orders into the system;
- Processes orders to completion. Verifies with a generated computer ticket to ensure acceptance of the order.
- Confirms details of delivery according to scheduled times and commitment dates.
- Verifies all items are available for the customer as scheduled and obtains stocking information off the system to determine causes for discrepancies.
- Ensure customers are provided with accurate pricing, inventory, and delivery information;
- Required to make sales calls to new and existing customers to maintain relationships and to cultivate additional business;
- Prepare quotations and process orders on behalf of outside sales staff;
- Respond to customers requests and inquiries in a timely manner;
- Responsible for achieving sales targets and objectives as set by manager;
- Required to understand customer needs and promote and up sell products and offer product knowledge to customers

### Marketing & Communications Support

- Engage in marketing and lead development activities from various channels including but not limited to company website, trade shows, industry events, and social media
- Manage and monitor daily social media account activity and engage community users (locals, future visitors, current visitors and past visitors) on Facebook, Twitter, YouTube, Instagram, and other channels
- Work with the marketing coordinator to ensure communication strategy is in line with overall marketing strategy
- Complete external marketing communications including but not limited to announcements, company newsletter, or promotions
- Add, maintain and update important leads acquired through marketing channels in CRM database

### Office Management and Administration

- Receive all inbound calls for LWR and re-direct to other staff members where necessary
- Provide support in dealing with and responding to incoming mail, emails, deliveries and general phone inquiries
- Manage risk by adhering to compliance routines, processes and controls to protect client and shareholder interests
- Maintain various databases, records, and reports





## QUALIFICATIONS

- A minimum of three (3) to five (5) years experience in a similar role
- Recently graduated with a bachelor's degree
- Must be computer literate, knowledge of ACT CRM would be an asset.
- High level of commitment to exceptional customer service
- Establish and maintain effective relationships with customers
- Knowledge of water treatment or agricultural products an asset
- Must have excellent telephone skills
- Strong negotiation skills with both external and internal groups is required
- Demonstrated initiative with the ability to work in a collaborative team-based environment
- Highly organized in prioritizing work and multi-tasking

## INSTRUCTIONS FOR YOUR APPLICATION

This position is eligible for funding with ECO Canada's Wage Subsidy program. Successful candidates will match the eligibility criteria stated [here](#).

If you are a qualified candidate that matches the criteria for funding, please submit a cover letter and resume to [careers@livestockwaterrecycling.com](mailto:careers@livestockwaterrecycling.com)

This position will remain open until filled. Only those selected will be contacted for an interview.

THANK YOU FOR CONSIDERING THIS POSITION AND GOOD LUCK!

*LWR Inc. is an Equal Opportunity Employer*

