



Job Situation

Head office for planning sessions. Travel to major cities. Sometimes visiting clients at their premises. Reporting to Sales Manager. Irregular hours.

Weekly Hours of Work

50

Overtime

As required

Monthly Salary

\$2,600

Student Loan – Owing

\$25,000

Student Loan – Monthly Payment

\$150

Duties

Maintain display equipment and promotional materials. Set-up and break-down displays. Do paperwork for sales team. Make airline arrangements. Maintain files and correspondence. Greet clients. Research facts for sales team. Assist sales reps as directed. Write reports.

Prospects

Senior sales. Management. Consulting.

Job Title

Sales Assistant, International Trade

National Occupational Classification (NOC)

6421

Job Description

Sales jobs at every level require endless energy and great physical endurance. A typical day on a sales trip might start with a 6:30 am wake-up call from the hotel switchboard. Half an hour later you're with a group of highly charged individuals who are planning the day. All of them are giving you things they want you to do. You make notes and keep your ears open; you always want to learn new things and pick up new tips of the trade.

When the sales representatives scatter to breakfast meetings with clients, you pick up floor plans of the trade fair and have the display cases brought to the convention room, where you go next. You set up the lightweight display modules, walls, counters, tables and lights and unpack samples and promotional materials. You arrange audiovisual equipment, check electrical connections, turn everything on give a last critical look.

You organize your notes from the morning sales meeting into lists and start making phone calls to make sure that gifts are ordered, packages are couriered, appointments are made, and airline arrangements are confirmed. When the sales representatives arrive, you duck back to your room to change clothes for the opening of the fair at noon. The afternoon is a blur. Hundreds of people visit your display, and you talk to all of them, getting the names of the likely ones and introducing them to the sales reps. The reps appreciate your ability to communicate well.

When the fair closes at 9:00 p.m., you join a big crowd for your first real meal of the day. The reps will socialize, but you have to spend a couple of hours processing the orders that came in today, so they will be on the sales manager's desk in the morning. Tomorrow will be more of the same, except that you'll break down the display, pack it up and send it off to the next destination. But on Sunday morning, before your flight leaves, you intend to have your lunch in a real French bistro and take in the view from the top of the Eiffel Tower.