



## *Thriving Through Innovation*

### **Accounts Coordinator** (Immediate Vacancy)

XiteBio Technologies Inc. is a leading agriculture biotechnology company engaged in innovative agri-inputs, inoculants & microbial technologies for the US, Canada, Europe and South American markets. Our motto is to deliver bottom line value to our customers through innovative solutions and latest science to improve sustainable crop production. We are currently seeking a motivated full-time **Accounts Coordinator** located in Canada to contribute to our sales & marketing team.

The Accounts Coordinator will manage XiteBio's portfolio of accounts in different sales territories and will create new accounts for XiteBio's inoculants & ag-biologicals. The Accounts Coordinator will work closely with retail locations, distribution partners, select growers and XiteBio team members to execute & follow through on sales forecasts by providing excellent customer support.

#### **Key Responsibilities Include:**

- Strong relationships with retail and distribution customers.
- Acting as the liaison for all accounts within the sales territories which includes developing and implementing annual business plans to influence end-user demand.
- Sell, promote & service XiteBio's current product lines and work with XiteBio's marketing team to actively look for launching new products.
- Accurate territory sales forecasting for each product line.
- Responsible for attending trade shows, meetings and representing XiteBio at customers' events.
- Identify, manage and communicate new business opportunities. Communicate with Sales and Marketing team to provide input on development of territory marketing opportunities.

#### **Required Essential Skill Set:**

- Strong customer focus with the ability to communicate new concepts in a conversational manner.
- Market awareness with the ability to identify new opportunities. Assess market competition and conduct market research and gather market information to identify customers' needs.
- Understand business targets and have a plan to achieve. Obtain product market share by working with sales manager/regional sales manager to develop product sales strategies.
- Provides information for management by preparing short-term & long-term product sales forecasts and special reports and analyses; answering questions and requests.
- Excellent communications skills which include planning, time management, negotiating, interpersonal, analytical, decision making and problem solving.
- Ability to work independently as well as be part of well integrated team of professionals.
- Self-motivated and eager to work with existing and prospective customers to help grow their business.
- Comprehensive understanding of crop inputs which includes inoculants, ag-biologicals, agronomics and latest trends in crop production & agricultural technologies.
- Ability to work with Microsoft Windows and Office platforms.
- Efficient time management with flexibility is required.
- Frequent travel may be needed as per customers demand.

A post-secondary education in agriculture or business is preferred but extensive experience in the areas of sales or adequate combination of experience & education will also be considered. A valid driving license and passport is required.

This is a full-time permanent position; salary will depend on candidate's education and experience. XiteBio offers a competitive salary, bonus and benefits package. Interested candidates should send their resume and a cover letter with expected salary via e-mail to: Career Services, XiteBio Technologies Inc., Email: [careers@xitebio.ca](mailto:careers@xitebio.ca)

*(Only selected candidates will be contacted for interview)*