**POSITION**: Sales Analyst

**REPORTING TO**: VP of Sales and Business Development

**SALARY**: Compensation commensurate with education and experience

**TERMS OF EMPLOYMENT:** Permanent - Full Time

**LOCATION**: Charlottetown or remote

**POSITION DESCRIPTION**

Island Abbey Food Sciences Ltd. is an award-winning specialty food and natural health products manufacturer located in Charlottetown, PEI. Island Abbey Food Science is an innovative company that has won global awards for creating patented honey processes.

We are actively focused on growing our business and want to hear from you if you are an experienced Sales Analyst. The Sales Analyst is responsible for collecting and analyzing data related to Sales and evaluating and predicting sales trends to optimize promotional strategies.

**DUTIES & RESPONSIBILITIES**

* Collect and analyze data from sales reports and activity.
* Research current market changes and trends
* Use sales prediction software to determine future trends.
* Suggest adjustments and revisions to sales techniques and strategies to improve sales and profitability based on market research and trend analysis.
* Develop quotas for the Sales team, evaluate their performance against quotas and forecasting sales.
* Prepare and share daily, weekly, quarterly, monthly, and annual sales review.
* Develop effective method for sharing sales results.
* Collaborate with Finance and Marketing to ensure effective targeted budgeting for promotions.
* Act as a consultant for Marketing strategies to evaluate effectiveness against industry trends.

**REQUIRED EDUCATION & WORK EXPERIENCE**

* Bachelor’s degree in business administration, accounting, or equivalent education.
* 2-5 years of experience in a similar position
* Experience using Office 365 suite of products effectively.
* Expert level knowledge using Excel, CRM systems, database management and sales forecasting software.
* Broad knowledge of retail sales landscape and current economic conditions
* Exceptional communication and interpersonal skills
* Self-motivated and results-driven
* Strong organizational and planning skills in a sales focused environment
* Excellent analytical, problem-solving capabilities and detail oriented

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| **WORK AUTHORIZATION:** |

Must have proof of eligibility to work in Canada

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| |  | | --- | | **PHYSICAL ASPECTS OF POSITION (INCLUDES BUT IS NOT LIMITED TO):** |   This position requires the ability to:  Sit for extended periods of time |

*Please email your resume to* [*hr@honibe.com*](mailto:hr@honibe.com) *by May 1, 2021.*

*We thank all interested applicants; however, only those candidates being considered for an interview will be contacted.*