



Job Opening – Sales Coordinator

Full time, Permanent

Reports to: CEO

Date – April 8, 2021

Role Overview

This role is responsible to liaise between relevant internal departments. The successful candidate would contribute to the achievement of sales targets, providing customer service and ensuring documentation flow between departments.

About Tab Labs:

Who We Are

At the heart of Tab Labs our vision is a strong, solid, well-managed exciting and innovative company with high business ethics and an excellent reputation. A company that offers great opportunities and a place where people like to work. Tab Labs is owned by Fertin Pharma in Denmark and is part of a global organization with over 700 employees across manufacturing facilities in Canada, Denmark, and India. If you are interested in contributing to the development of cutting-edge product alongside talented and dynamic industry and business professionals, this opportunity is for you.

What We Do

Develop and manufacture innovative confectionary and nutraceutical products (tablets, gum, lozenges) that enhance the efficacy of active and functional ingredients. We ensure the highest standard of food safety without compromising taste, texture, and the consumer experience.

Our Benefits

Tab Labs offers a competitive compensation package, a benefits program, and a work environment where our team members are highly engaged.



Key Responsibilities

- Help manage the sales forecasts including internal communication of changing customer business conditions and/or all other risk to sales targets.
- Build quarterly business reviews for all customers.
- Attend trade shows throughout the year as requested.
- Handling customer service inquiries as required.
- Handling document flow from PO's through to invoicing.
- Accomplishing other related tasks as assigned/needed.
- Assisting with quotation and packaging requirements.
- Assisting with BOM and MMR documentation.
- Building complete customer files and documentation.
- Responding to RFQ's.

Required Knowledge, Skills, Education & Experience

- Strong communication skills with the ability to speak and write English efficiently and effectively.
- Industry experience in consumer-packaged goods and/or a human health related business
- Effective oral and written communication skills and interaction at all levels (staff, management, suppliers)
- Self-starter who can work with limited supervision.
- Excellent organizational skills; high attention to detail; ability to manage multiple projects.
- Microsoft Office required. With preference given to candidates with ERP/SAP experience.
- Ability to liaise with all departments.

Primary Relationships

All staff are expected to act and work in a safe manner and to ensure those around them do not put themselves or others at risk. Safety is everyone's responsibility. At all times working safely and within the guidelines of the law is a condition of employment.

It is Tab Labs policy to ensure that all employees are treated fairly and equitably in a harassment-free environment. Tab Labs is committed to providing a safe, respectful, and bully free environment for all staff and customers. Harassment and bullying are considered employee misconduct and will not be tolerated. It is the responsibility of all employees to



ensure that harassment, bullying or any other offensive or inappropriate behavior does not occur.

During the course of employment, staff may have access to Confidential Information. Any Confidential Information, whether oral, written, or electronic, should be maintained in a manner that ensures its confidentiality. The release, whether unintentional or intentional, of such Confidential Information may result in negative financial or competitive action, productive loss or cause legal or other non-beneficial impacts on Tab Labs. All confidential Information must be treated with care and respect by all employees who are authorized to have access to this information. All members who are authorized to use or disclose Information also have the responsibility to safeguard access to this information. You must limit access to those that have a legitimate business need and or those allowed by permission and/or by law. Access must be appropriate for the employee's job responsibility. Any breach (disclosure or access) is a violation of Tab Labs policy and appropriate discipline will result.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

If this role sounds interesting and you have the qualifications, we would love you hear from you. Please apply by forwarding your resume, cover letter and salary expectations to stevent@tblabs.ca

We thank all applicants for their interest; however only those selected for an interview will be contacted. Tab Labs is an equal opportunity employer.