



Globe Electric Company Inc.
150 Oneida, Montreal, Quebec, Canada, H9R 1A8
t: 514.694.0444 e: info@globe-electric.com
www.globe-electric.com

Who are we?

GLOBE ELECTRIC mission statement:

Our Mission is to bring the passion and the energy that has been the cornerstone of our company for decades, to every aspect of our business.

The “creative energy” company:

In a uniquely open Montreal based studio environment, we aim to inspire initiative and imagination from every single team member. Our commitment to quality will never waiver and our customer service will always be outstanding.

Compensation and benefits:

We believe in offering our employees the most competitive and comprehensive benefits compensation package available.

If you are a qualified candidate, please send your application to:

Fax: (514) 694-0588

E-mail: hr@globe-electric.com

CREATIVE ENERGY PEOPLE NEEDED!

Position: Inside Sales Coordinator

Job responsibilities:

This role is responsible for maintaining positive working relationships with all assigned customers and the customer’s team, as well as the assigned sales representatives. The Inside Sales Coordinator will prepare customer quotes, set up vendor sheets, coordinate customer details with other departments as needed, work on sales presentations, respond to customers’ queries on orders, products and services, as well as questions related to pricing, R/A’s, billing and quotes. They must also follow-up on any other customer problems/situations that may arise.

General attributes and requirements for the position:

The successful candidate must be an energetic team player, who has the ability to manage priorities, be well organized and results oriented. The candidate must have strong communication skills with a customer approach. The role requires the employee to be detail-oriented, possess strong analytical skills, reliable and effective under stress.

- D.E.C. or a Bachelor Degree in Business Administration or other related degree;
- 3 years of experience in internal sales, preferably within the consumer goods / retail industry;
- Strong knowledge of Microsoft Excel, PowerPoint, Word and Outlook;
- Languages: Must be fluent in English and French (written and spoken).

Position: Junior Business Analyst

Job responsibilities:

We are seeking a dynamic and energetic **Junior Business Analyst** to join our Operation’s team in Pointe-Claire. The role of Junior Business Analyst is responsible for entering forecast data into the system, analyzing both forecasts and sales figures and assist the Business Analysts with the preparation of reports for the Sales Department. The incumbent collaborates with the sales team and the client to create recommendations to meet market needs.

This is an exciting opportunity for an individual who is looking to start their career in a growing and dynamic company that offers many possibilities of advancement.



Globe Electric Company Inc.

150 Oneida, Montreal, Quebec, Canada, H9R 1A8

t: 514.694.0444 e: info@globe-electric.com

www.globe-electric.com

General attributes and requirements for the position:

This entry level position requires the successful candidate have:

- Bachelors of Commerce, Bachelors of Arts specialized in a relevant field;
- Experience with forecasting is a strong asset;
- Must be bilingual, English and French;
- Strong knowledge of MS Office with a strong Excel skills (V-Look up, Pivot Table, Macros);
- Strong interest in researching and analyzing data with solid communication skills;
- Key traits to succeed in the position include: team player, accuracy, detail-oriented, time management skills, flexible and reliable. Desire to continuously learn and work with numbers is essential to the position.

Position: Production Designer (Packaging)

Job responsibilities:

We are currently seeking a dynamic and energetic **Production Designer (Packaging)** to join our team in Pointe-Claire. Reporting to the Senior Marketing Manager, the Production Designer will be responsible for executing all levels of graphic design as it relates to the company's brand including packaging, merchandising, etc. This includes:

- Executing assignments in accordance with company branding mainly focused on packaging;
- Creating instruction sheets, product illustrations, brochures, posters and POP displays, etc.;
- Proofreading texts and artwork;
- Understanding and communicating artwork design details and printing specifications to local and foreign suppliers;
- Understanding and estimating graphic art job in terms of time, scope and cost;
- Organizing, prioritizing and coordinating projects and resources to ensure deadlines are met.

General attributes and requirements for the position:

The successful candidate is a team player with a good attention to detail, initiative, the ability to prioritize, good communication skills, organization, creativity, effectiveness under stress, teamwork, energy and work ethic.

- D.E.C. or Bachelors Degree specialized in Graphic Design or related discipline;
- 3 to 5 years of experience in graphic/production design;
- Experience in designing retail displays an asset;
- Digital photography experience an asset;
- Excellent knowledge of MACOSX environment including Illustrator, Photoshop, InDesign and Strata 3D (or equivalent 3D modeling software);
- Very good knowledge of Internet and MS office applications;
- Bilingual English and French, Spanish an asset;
- Proficient with printing industry and their methods/processes.