



Junior Sales Consultant – Dynamics 365

Our vision is to become the leading provider of digital transformation solutions to mid-sized businesses. Catapult provides implementation and support for cloud-based ERP and CRM solutions from Microsoft. Our service offering extends from advisory and planning through implementation, upgrade, and customization to business process improvement, responsive support and managed services.

We are looking for a Junior Sales Representative to work in our Vancouver office. This entry-level sales position will play a key role in supporting sales and marketing functions at Catapult.

About the Role:

Catapult helps customers evolve their business through adopting Microsoft Dynamics 365 Cloud Solutions. As part of an entrepreneurial team in our growing business, you will help shape the future of our clients, growing mid-sized companies, by helping to drive Catapult's value proposition to the existing customer base and new prospects. You will be instrumental in coordinating and facilitating new work streams and programs with customers and working with Catapult Support Consultants to identify opportunities and to sell additional services to a steadily growing client base.

As a Junior Sales Consultant, you'll work in a team with Sales Executives to support Catapult's customers and sales goals. You will gain exposure to different parts of the Sales process through a variety of responsibilities, including cultivating opportunities, coordinating proactive support efforts, fulfilling contract obligations and developing key account relationships. Additionally, you will help develop proposals, work orders and plans for engaging clients in support services and sales opportunities.

Catapult's mission is to simple – We strive every day to make our client's business perform at their best. Our offerings are designed to help clients get up and running quickly and efficiently on Microsoft Dynamics 365 Business Applications and we are dedicated to helping our customers see the benefits of their technology investments throughout the life of our partnership with them.





What You'll Do:

The Junior Sales Consultant will play a vital role on the Catapult sales team by working across the customer and prospect base to surface new business opportunities ranging from software implementation, support and managed services, software licensing, solution enhancements, upgrades, and new functionality. The successful candidate will assist and support the team to develop opportunities and move them towards customer sign-off. Day-to-day tasks will include:

- Following up with web inquiries and marketing leads
- Qualifying leads through telephone and email follow up
- Scoping of deliverables and services related to specific requests and opportunities
- Gathering input from consultants and team members as it relates to scope, approach, budget, issues, risks, proposal language
- Reviewing RFI and RFP documents
- Meeting customers to deepen understanding of their business and challenges
- Contributing to the development of proposals
- Preparing and delivering customer presentations
- Working with technical pre-sales team to coordinate and prepare tailored software demos.
- Preparing contracts and agreements
- Preparing estimates and work orders, communicating them to customers
- Sending proposals, quotes and work orders through the digital contract management system
- Analyze customer data to provide key business insights; prepare business reviews and customer surveys and help identify ways in which Catapult can improve services and existing offerings.

What You'll Need to Have:

- Bachelor's degree or equivalent practical experience
- Authorization to work in Canada
- Consulting or Sales Experience with Cloud Business Software
- Located in Vancouver





Nice to Have:

- Experience in sales, customer support, account management, marketing, consulting or IT project management, preferably in enterprise business software
- Interest/Experience in technology and cloud business applications i.e. Microsoft software, Salesforce, Netsuite, Sage, or other ERP and CRM solutions
- Ability to effectively operate, collaborate and adapt in a fast-paced, continuously evolving team environment
- Ability to influence stakeholders internally and externally to deliver sales results
- Ability to take initiative and work towards a goal with an entrepreneurial mindset
- Excellent written/verbal communication and presentation skills

What You'll Get in Return:

- Mentoring and career planning
- Competitive base salary
- Gym reimbursement (up to \$800 per year)
- Private healthcare and dental
- Great office including a top of the notch coffee machine, lunch area and unlimited snacks!
- Catered team lunch every month
- Company outings
- A creative and fun environment where you are treated like an adult, and never poked with a sharp stick

Interested in this opportunity? We want to make sure that we are the right fit for each other. This means that applicants should expect a thorough interview process, and comprehensive reference checks. Apply by sending your resume to: careers@catapulterp.com. In the subject of your e-mail, please include "Junior Sales Consultant".



10140 Buttermere Drive
Richmond, BC, V7A 1R8
August 11, 2020

Chloe Celand, Human Resources Manager
Catapult ERP
Unit 802-535 Thurlow St
Vancouver, BC, V6E 3L2
careers@catapulterp.com

Dear Ms. Celand,

Please consider the attached cover letter and resume as my application for the Junior Sales Consultant position opening at Catapult ERP. I will graduate from the University of British Columbia in May with an undergraduate degree in International Relations and next December with a master's degree in Business Management. Several alumni from your program have gone on to work at your company. My education has been focused on research in international trade and finance. Additionally, I have worked in several sales and customer service roles across different industries, and I believe that these experiences would allow me to bring a new perspective to your team.

While pursuing my degree, I have seen the potential impact digital solutions have for mid-sized businesses. Implementing Cloud Solutions will transform how efficiently businesses are run, and I am confident the company's value can engage clients in sales opportunities. As noted on my resume, my competencies and capabilities can provide value for any company, especially at a municipal level. I have several experiences that broaden my background in commerce, finance, and real estate. They have familiarized me with skills to research, analyze, and organize different situations, and I believe this would serve me well as a part of your team. I also speak four languages fluently and I believe this is an important communication asset that would enable my collaboration with your team and clients on a variety of projects.

I would appreciate the opportunity to discuss my qualifications and employment opportunities with more detail in person. I can be contacted via cell phone at (778) 883-1950 or via email at makthshen314@gmail.com. I look forward to hearing from you about employment opportunities.

Thank you for your time and consideration,

Sincerely,



Matthew Shen

Matthew Shen

10140 Buttermere Drive
Vancouver, BC, Canada
matthewhpshen@gmail.com
(778) 883-1950

Objective

Obtain a software sales position with opportunity for advancement.

Qualifications

- Professional proficiency in English, French, Mandarin, and Cantonese
- Passionate about researching digital transformation solutions, business development, and global commercial consultation in developing East Asian markets
- Proven skill in generating results by problem solving efficiently and analyzing situations
- Ability to adapt to various organizational environments

Work Experience

Personal Banking Associate, TD Canada Trust (July 2019 - Present)

- Met sales goals by over 150% through four quarters by providing superior client focused advice of financial products and services (day to day banking, lending, investing)
- Maintained a 100% customer experience satisfaction index through four quarters at one of the highest volume retail branches in Canada
- Processed large cash transactions and daily risk management decisions with accuracy

Investment Associate, West & Allen Investment Corporation (April 2020 - Present)

- Helped establish the investment thesis and identification of value creation strategies for transactions related to acquiring major distribution companies in Western Canada
- Developed the valuation model to analyze potential stakeholder recoveries
- Worked on business, competitive, operational, financial and industry due diligence throughout the investment process

Intern, Asia Pacific Foundation of Canada (January 2020 - June 2020)

- Analyzed learnings from research sources in regards to international trade and investment with East Asian countries
- Provided actionable recommendations on how to maximize opportunities and investments based on research findings

Volunteer Experience

Head Coach, Air Attack Volleyball Club (January 2015 - Present)

- Resolved conflicts and negotiated with parents and team members through regular meetings
- Managed team finances and budget, organized four away trips each year
- Tailored practices to individual strengths and weaknesses, utilizing a combination of statistic and verbal feedback

Education and Certification

- Masters of Business Management, University of British Columbia (2021)
 - Courses include: Commercial Law, Financial Accounting, Corporate Finance
- Bachelor of International Relations with a specialization in International Trade, University of British Columbia (2020)

Interests

Trading equities in an international portfolio, traveling Asia and Europe, avid photographer, cyclist, and hiker.

References

Available on request.

Matthew Shen
10140 Buttermere Drive
Richmond, BC, V7A 1R8

August 11, 2020

Grace Cruz, Real Estate Consultant
Homeland Realty
8188 Granville St
Vancouver, BC, V6P 4Z4

Dear Mrs. Cruz,

I hope you are enjoying the summer. I have been pursuing a sales position in the software industry in hopes of exploring career opportunities and am currently applying to a position at Catapult ERP as a Junior Sales Consultant. I am writing to request for a letter of reference for the application to Catapult ERP.

It has been a pleasure to have worked with you last year as a sales assistant at Homeland Realty. Your professional guidance allowed me not only to learn more about real estate, but also expand on an invaluable skillset. From your expertise during open houses and investor meetings, I picked up on a meticulous attention to detail and charismatic attitude.

Thank you for taking the time to read my letter. If possible, you can email the letter of reference to matthewhpshen@gmail.com, by August 20, 2020.

Sincerely,



Matthew Shen

Matthew Shen
10140 Buttermere Drive
Richmond, BC, V7A 1R8

August 11, 2020

Denise Luk, Assistant Branch Manager
TD Canada Trust
5991 No. 3 Road
Richmond, BC, V6X 3Y6

Dear Ms. Luk,

I hope you are enjoying the summer. I have been pursuing a sales position in the software industry in hopes of exploring career opportunities and am currently applying to a position at Catapult ERP as a Junior Sales Consultant. I am writing to request for a letter of reference for the application to Catapult ERP.

It has been a pleasure to have worked with you last year as a Personal Banking Associate at TD Canada Trust. You embraced me as family early on in my banking career and have made my time at TD very enjoyable. In addition, your professional guidance and coaching allowed me to learn about banking, investing, and sales with excitement.

Thank you for taking the time to read my letter. If possible, you can email the letter of reference to matthewhpshen@gmail.com, by August 20, 2020.

Sincerely,



Matthew Shen

Matthew Shen
10140 Buttermere Drive
Richmond, BC, V7A 1R8

August 11, 2020

Jerome Sia, CEO
West & Allen Investment Corp.
301-8623 Granville St.
Vancouver, BC, V6P 5A2

Dear Mr. Sia,

I hope you are enjoying the summer. I have been pursuing a sales position in the software industry in hopes of exploring career opportunities and am currently applying to a position at Catapult ERP as a Junior Sales Consultant. I am writing to request for a letter of reference for the application to Catapult ERP.

It has been a pleasure to have worked with you last year as an Investment Analyst at West & Allen. Your mentorship introduced me to valuation methods and investment pitches that allowed me to learn more about the world of finance. Working on your team was an invaluable experience for me, and I would love to continue applying the skills you showed me in my future career roles.

Thank you for taking the time to read my letter. If possible, you can email the letter of reference to matthewhpshen@gmail.com, by August 20, 2020.

Sincerely,



Matthew Shen