

Job Title: Inside Sales Representative

Location: Montreal (in person)

Department: Sales & Marketing

Reports to: Sales Manager / Sales Director

About Us:

SimthetiQ is a global leader in 3D simulation entity modeling, synthetic terrain generation, and the development of advanced training applications for simulation and training environments. For over 20 years, we have supported the defense, civil aviation, energy, and transportation sectors with innovative solutions that enhance operational readiness and mission success.

With two decades of proven expertise, SimthetiQ enables organizations to train and operate effectively in mission-critical and high-risk scenarios. Our clients include defense forces, OEMs, defense primes, training institutions, and emergency response agencies worldwide.

Position Overview:

We are seeking a motivated and detail-oriented **Inside Sales Representative** to support our business development and sales operations. The successful candidate will work closely with sales leads, marketing, and production teams to help drive revenue growth, strengthen customer relationships, and ensure the smooth coordination of sales-related activities.

This role is ideal for a proactive individual who thrives in a collaborative environment, is comfortable engaging with customers, and can manage multiple priorities with accuracy and professionalism.

Key Responsibilities:

- Support sales leads in generating leads, managing the sales pipeline and following up with customers.
- Collaborate with the marketing team to plan and execute campaigns targeting existing and prospective clients.
- Develop and maintain standardized document templates for brochures, presentations, bids, and proposals.
- Manage company mailing lists and ensure CRM records are accurate and up to date.
- Assist in preparing bid and proposal submissions by coordinating contributions from multiple team members.

- Monitor and track tender opportunities across product lines and provide summaries to sales leads.
- Maintain internal sales documentation, reports, and performance tracking tools.
- Participate in internal sales meetings and support planning activities.
- Conduct outbound calls to customers and prospects to qualify opportunities and gather insights.
- Provide logistical and administrative support for sales events, including tradeshow and conferences.

Qualifications and Experience:

- Bachelor's degree in Commerce, Business Administration, or equivalent experience.
- Prior experience in sales support, inside sales, or business development is an asset.
- Familiarity with military, defense, or government contracting environments is a strong plus (reservists or retired military personnel encouraged to apply).
- Excellent organizational and communication skills.
- Proficiency with CRM systems, Microsoft Office, and related business tools.
- Strong attention to detail, with the ability to manage multiple tasks simultaneously.
- Team-oriented mindset with the ability to work effectively across departments.

What We Offer:

- Opportunity to work in a dynamic and growing international company.
- Exposure to cutting-edge simulation and visualization technologies.
- Collaborative and supportive team culture.
- Competitive compensation and benefits package.