

About the company:

Visual Defence Inc. is a software development and integration company in the security and defence sectors. Our innovative technologies are deployed in a range of vertical markets including government, airport, mass public transportation and commercial applications which require public safety and security solutions. Additionally, we have recently expanded into the areas of artificial intelligence and machine learning solutions in the environmental sector.

Visual Defence is an exciting company. We empower our people and always provide them with the support and knowledge that they require in order to excel. Currently, we are looking for a dedicated and detailed oriented Data Entry Specialist who is eager to learn about our innovative solutions and help us identify new opportunities.

Key responsibilities include:

- Welcome visitors, clients, and staff in a friendly, positive manner.
- Answer the phone with professionalism and enthusiasm; direct calls to appropriate personnel.
- Conduct research and analysis as needed on current and potential industries and clients related to the areas of natural resources, inclusive of some or all of the following areas: Energy, Forests, Minerals / Metals, Earth Sciences, Green Manufacturing, Carbon & Climate Mitigation, Energy Efficiency & Green Buildings, Resource Conservation, and Environmental Protection.
- Maintenance and expansion of the daily prospect's database.
- Collaborate with the company's management to determine and prioritize assignments based on deadlines.
- Work hand-in-hand with sales, marketing, product managers, engineers and other stakeholders through planning, execution and delivery of new features to help us achieve key business objectives and understand what was successful, and what can still be improved.
- Provide reports on a regular basis on all activities using the company's CRM system, as well as forecasts on potential customer numbers.
- Assess requirements and recommend the appropriate goods or services.
- Safely transporting company staff as well as various products and materials to and from specified locations in a timely manner.

Qualifications and skills:

- **Excellent communication skills (both verbal and written). Must be fluent in English.**
- Intellectual and able to quickly learn business insights within a multitude of industries and practices.
- Friendly disposition and exceptional customer service skills.
- Excellent computer skills.

- Must be extremely organized and proactive.
- Post-secondary Diploma in technology program preferred.
- Highly motivated, energetic and result oriented.
- Valid driver's license.