



Business Development Analyst

Metro Optic is a provider of high-speed telecommunication solutions to multi-national businesses with the head office located in downtown Montreal. We deliver strategic value to our customers by delivering high capacity network solutions and access to premier digital interconnection destinations around the world. Metro Optic is a division of Cologix, a leading North American provider of datacenter and interconnection solutions and which is backed by a reputed global private equity firm.

In the role of business development analyst, you will support all growth initiatives and act as liaison between Sales, Operations and Finance for sales execution. The critical position requires an individual with strong, bilingual communication skills who is highly organized, has strong analytical skills, and is self-motivated. We are searching for someone who thrives in a growth oriented, interactive environment.

If you would like to become part of a dynamic, fast-paced environment, where you have a direct impact on the overall success of the business and an opportunity to grow, please consider applying!

Responsibilities include:

- Provide direct support of the Canadian sales and business development team – develop customized proposals, help manage the internal sales process, provide monthly sales and product analytics to senior management
- Assist in developing growth strategies for direct sales, channel sales and partner JVs
- Maintain and improve the quote-to-contract management process
- Coordinate with Finance to confirm and consolidate customer billing information
- Support the management of and interaction with existing customers
- Provide marketing support with customized presentations, social media outreach and by maintaining the social media presence

Required skills & documents:

- Bachelor's Degree in Commerce/Business from a reputed university
- GPA of 3.0 or above (attach university transcript) preferred
- Must be fluent in English and French - both written and spoken
- Some relevant experience as business-, sales- or marketing- analyst preferred
- Outgoing personality and high level of professionalism
- Strong written and analytical skills
- Very organized and process-oriented
- MS Office – proficiency in Word, Excel and PowerPoint