



Sales Support Analyst

About Valeyo

Valeyo is a leading Canadian-based solutions provider, partnering to deliver a full suite of business solutions, including lending technology, insurance products and services, to financial institutions nationwide. At Valeyo, we are focused on bringing together the right products, solutions, and services to help our partners thrive. And for more than 40 years, clients have trusted Valeyo to be their go-to provider based on the strength of our proprietary products, strategic partnerships, and people.

At Valeyo you will be part of an innovative, dynamic, and purpose-driven organization, and empowered to succeed through opportunities for professional growth and development. Our core values of accountability, partner-centricity, teamwork & collaboration, results-orientation, integrity, and passion are embedded across everything we do and guide our actions and decisions. Valeyo has head offices in Toronto, ON., and Burnaby, BC., with national presence through remote workforce and field offices.

The Role

Working as part of the Sales Operations team the Sales Support Analyst will support all department initiatives including reporting, tracking, Center of Excellence development, Account Executive administration and program management. The ideal candidate will be detailed oriented with demonstrated ability to manage tight timelines, become a subject matter expert in the area of Insurance and drive department deliverables.

What you'll be doing

- Support key sales initiatives ensuring they are executed in a timely manner, results tracked and resolve problems that may occur.
- Support Manager of Sales Operations with proposals, charters, progress reports, requests for proposal responses and presentations to drive corporate initiatives.
- Support framework/governance for compliance with corporate partners and net new opportunities.
- Supports product team with implementation analysis and delivery

What you'll bring

- Post-Secondary Degree in Business or relevant experience
- Five years of professional experience within Credit Union or Insurance operation
- Excellent knowledge of MS Office including Word, Excel and PowerPoint
- Presentation, written and verbal communication skills which bring clarity and precision at executive levels



- Project management methodologies and tools
- 2-4 years of experience in an Administrative role supporting a sales team
- Work with sense of urgency to drive results: business value and timelines
- Strong communication skills – Remove
- Strong interpersonal and communication skills, both verbally and in writing.
- Strong time management skills are necessary with ability to set goals and help drive team to achieve them
- Work well with multiple stakeholders, manage corporate projects and multi-task

What's in it for you?

- Competitive base salary with Valeyo Achievement Award
- Group Retirement Savings Plan (RRSP) with a company match for Deferred Profit Sharing Plan (DPSP)
- Comprehensive group benefits program which includes medical, dental, Employee Assistance Program, Health Spending Account, Personal Spending Account and much more
- Paid time-off includes paid vacation, personal/sick time, wellness day, Stat holidays
- Professional growth and development opportunities through training and educational assistance programs
- A culture that promotes a healthy, fulfilling work-life balance through flexible workplace policy
- Discounted Goodlife memberships, and additional work perks

Apply to: communications@valeyo.com

What you need to know

Valeyo is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Valeyo will provide reasonable accommodations available to applicants with disabilities upon request during the recruitment process. Please contact hr@valeyo.com for accommodation requests.