



JOB OPPORTUNITY

DATE: February 24, 2017
POSITION: Sales Coordinator
DEPARTMENT: Sales

POSITION SUMMARY:

Provide analytical and administrative support to the Sales Managers.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Interaction with customers and regional sales representatives.
- Coordinate requests for catalog, plan-o-gram, new item and display information which includes, photos, pricing, product numbers and descriptions etc. Coordinate with marketing department for comps if needed to comply with customer plan-o-gram requirements and deadlines.
- Complete all customer new item and change forms for appropriate accounts. This is handled interactively with the applicable customer.
- Update Account Program Forms and Price Verification Forms on an as needed basis with prior approval of Sales Manager.
- Create or assist in the creation of customer presentations, proposals and sales flyers.
- Conduct sales analysis and prepare special reports as needed.
- Process, track and report all sample requests for customers and field sales representatives.
- Provide essential support during Back-To-School planning stage including Custom Merchandiser Requests for all custom displays, mock-up and graphics requests as well as gathering all spec information for item implementation.
- Record and report meeting notes as requested.
- Provide support when other Sales staff members are out of the office.

EDUCATION, EXPERIENCE & SKILLS REQUIREMENTS:

Associates degree and three to five years of secretarial experience in a fast paced environment. Good mathematical ability as well as strong proofreading skills. Must have the ability to communicate effectively and tactfully. Highly organized and detail oriented. Must be PC literate and have experience with the Microsoft Suite of software including Power Point and Access. Must be able to multi-task and prioritize effectively.