

Distributor Account Executive Assistant - Job Description

**Database Maintenance**

Data Entry and Maintenance of all assigned brands in Database

Includes;

- Addition of all New Items
- Discontinuing of products by Principal
- Management of all pricing, product specifications and ingredients, etc.
- Addition of Distributor item numbers as we are informed

(Responsible for acquiring Price Lists with complete Product Specification, Ingredient Lists & Nutritional Panels, Organic Certification, etc.).

**New Item Forms**

Complete all new item paperwork for the following Distributors; Tree of Life/KeHE, UNFI-East, Frontier, Palko, Lotus Light, Super Natural, HFD, Independence, Jerusalem and Trudeau, etc.

Proofing of all New Item Forms prior to providing to the Distributor Account Executive for review.

**Promotions**

All funds spent on promotions are to be dictated by the Distributor Account Executive.

Newsletter Promotions:

Enter into the Database and complete all promotional paperwork for the following Distributors; Tree of Life/KeHE, UNFI-East, Frontier, Palko, Lotus Light, Super Natural, HFD, Independence, Jerusalem and Trudeau, etc.

Proofing of all Promotional forms prior to providing to the Distributor Account Executive for review.

**Other Promotions:**

Information will be filtered to assistant by Distributor Account Executives for all promotions outside of newsletters.

Assistant will fill out paper work, send it back to Distributor Account Executive for submission. Any negotiation on these deals will be done by the Distributor Account Executives.

**Advertising**

All Advertising information must immediately be copied to the appropriate Distributor Account Executives when received. All marketing/advertising funds are to be determined by the Distributor Account Executives.

Completion of all advertising forms upon request of Distributor Account Executive.

**Proof Catalogs**

Check accuracy in product description

Be sure product(s) are listed in the proper catalog listing/category

Check pricing: wholesale and SRP's

**Proof Newsletters**

**Confirmation of Publication**

Proof Promotions we submitted against what was published.

Moving Submitted to Published when necessary in database.

Logging in the Database and providing Distributor Account Executives with a recap.

**Confirmation of New Items**

Proof New Items we submitted against what was published.

Logging in the New Item Tracker and providing Distributor Account Executives with a recap.

**Shows (if applicable)**

Coordination of Regions Tabletop Shows

Overview of Steps provided in Regional Tabletop Checklist but, general guidelines;

-We are responsible for completing the appropriate paperwork on behalf of the principals that choose to attend.

-Handle all show details for principal, including accommodations, booth assignment & organizing sample delivery.

**Special Projects**

Assist with special projects as needed for Distributor Account Executive and Director of Marketing.