

SALES ASSISTANT

Job Responsibilities:

- Assist Division Sales Manager.
- Keep track of employee schedules in SharePoint or Outlook.
- Coordinate vendor schedules and/or market tours as needed. Make travel plans, hotel reservations and itineraries as needed.
- Schedule appointments as necessary (Manufacturers, Distributors, Reps, etc.)
- Track and maintain all surveys, store audits, EDLP's, Spiffs and monthly reports.
- Track and maintain the distribution of Distributor catalogs and newsletters.
- Whole Foods, CAP and chain stores administration.
- Create Deal Sheets for the Sales team.
- Ability to analyze and manipulate data from internal database
- Update vendor programs for Manager and Representatives as needed.
- Order car stock as requested by Manager.
- Organize and update order forms for car stock, direct orders, sales support materials, case stack deals, rankings, etc.
- Create monthly promotional sell sheets for distributors.
- Create New Item audits and surveys according to the information provided.
- Track and calculate Spiffs.
- Support Sales Representatives when needed.
- Assist in organizing Sales Meetings.
- Maintain Division's SharePoint information and keep resources current.
- Distribute weekly mail to Sales Representatives.
- Maintain and update retail policies.
- Data entry

Skills/Qualifications:

This is a full-time position ideal for someone with 2-5 years administrative experience. We are looking for a team player with a positive, "can do/do whatever it takes to get the job done" attitude. Someone with the ability to thrive in a continuously changing environment. Well organized, passionate, self-starter with strong administrative skills. Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.