



Deduction Coordinator | Seattle, WA Office

DEPARTMENT: Natural Grocery

REPORTS TO: National Director of Brand Management, Andi Hendricks

JOB#: DEDUCTNW

To apply or send inquiries please contact BWanamaker@pmidpi.com

OVERVIEW

The Deductions Coordinator validates trade spend deductions using logical reasoning and a sound understanding of the industry.

POSITION DETAIL

- 🌀 Process wholesale and retail deductions in an efficient and prompt manner
- 🌀 Organize all relevant reports and documentation related to the deduction process
- 🌀 Input information in a timely manner to accurately forecast trade spend for the assigned business units
- 🌀 Employ relevant language with an ability to fine-tune appropriate terminology between business units
- 🌀 Cross-train and communicate with Deduction Management team to encourage continuous learning and best practices
- 🌀 Respond timely to all correspondence
- 🌀 Professionally organize and conduct conference calls
- 🌀 Other activities as directed by manager

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice due to our business, industry, and/or market changes.

QUALIFICATIONS

To succeed in this position, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions if possible and if it doesn't impact the company in a negative fashion.

EXPERIENCE/SKILLS REQUIRED

- 🌀 A high level of motivation with a strong work ethic and positive outlook
- 🌀 Knowledge of the natural foods industry (Wholesalers, Retailers, etc.)
- 🌀 Background or experience in trade spend programs, including but not limited to MEI, BluePlanner, PlanIt, etc. preferred but not mandatory
- 🌀 Proficiency in Microsoft Excel, Outlook, Word, OneNote with an emphasis on Excel (i.e. Pivot Tables, V-lookup, etc.)
- 🌀 A high level of attention to detail, while remaining focused on the big picture
- 🌀 Flexibility to successfully multi-task in a fast-paced environment
- 🌀 A "do whatever it takes" attitude to get the job done well
- 🌀 Ability to work independently while being a strong team player
- 🌀 Outstanding organizational and follow-up skills
- 🌀 Excellent written, verbal and listening skills
- 🌀 Flexibility to accept a variety of fluctuating tasks
- 🌀 Ability to manage time and deadlines
- 🌀 Familiarity with databases and SharePoint helpful
- 🌀 Proven decision-making ability
- 🌀 Discretion when working with confidential information

 Ability to lift 10lbs

WORK ENVIRONMENT

 Office position which will require working at a desk in an office/cubicle environment.

ABOUT US

Presence Marketing/Dynamic Presence is an independently owned natural food broker that was born 25 years ago from a desire to work in a dynamic and environmentally conscious industry. Because of our awareness of the necessity to take better care of the planet and ourselves, it is our mission to join and support, through open and communicative partnership, those companies who share this goal.

Presence Marketing/Dynamic Presence is poised to compete in today's rapidly growing market. Over the years we have successfully built sales and partnerships within the natural and conventional grocery channels. Our many years of experience in the industry, coupled with our high energy, strong standards and vision, allows us to help you build and maintain a strong market position through a myriad of retail, wholesale and manufacturer services.

We are highly selective about the products we represent, dedicated to the principles of the natural products industry and committed to sustainable business.