

SALES COORDINATOR

Salary Non-Exempt Position

***☞☞* Reports To**

- Directly to - Senior Sales and Marketing Coordinator
- Indirectly to - Marketing Manager, Sales Manager

***☞☞* Work Schedule**

- Core Hours
 - ☞☞* Monday Through Friday
 - ☞☞* 7:30 AM to 4:30 PM with One Hour Lunch Break
- Overtime as Necessary

***☞☞* Execute Sales Contracts / Set-Up & Maintain Sales Calendars**

- Process Store Customer Sale Request Forms
- Set Up and Finalize Sales Contracts Between Ballreich's and Store/Distributor
- Create Sales Contracts in Great Plains
- Contact Distributors Via Phone & E-Mail with Updated or Changed Sales Information
- Verify Company Wide Sales Information and Report to Distributors
- Send Company Wide Sales Information Out to Distributors, Stores, and Staff
- Enter Sales Into Excel Spreadsheet & Sales Calendar
- Distribute Sales Calendars to Appropriate Staff Members
- Update Current Retail/Wholesale/Distributor Price Charts

***☞☞* Manage Scan Based Trading**

- Enter Sales Information (Sales, Price Changes, New Products) into Prescient
- Other Duties as This Process Progresses

***☞☞* Manage Distributor Relations**

- Handle and Follow-up on Complaint and Action Items from Stores, Customers and Distributors
- Aid Accounting in Preparing New Distributor Handbooks
- Review Sales Information with New Distributors
- Work with Accounting to Correct Distributor Ticket or Great Plains Contract Errors
- Create and Distribute Distributor Memos and Surveys

***☞☞* Prospective Customers**

- Research Prospective Customer Information as Requested
- Submit Bids Created by Management to Prospective Customers
- Set Up New Store Accounts and Customers in Great Plains

⌘ **New Products / Price Changes**

- Set Up New Products in Great Plains
- Submit New Item Information to Stores, Distributors and Staff
- Submit Price Change Information to Stores, Distributors and Staff
- Create and Monitor UPC Codes
- Periodically Confirm Current Product UPC Codes and Package Dimensions

⌘ **Manage Handhelds**

- Manage Downloads
- Manage Card Set-Up in Great Plains
- Manage Messages (i.e. Sale Reminders)
- Manage Manual Updates, Edits and Changes

⌘ **Manage Databases**

- Update Distributor Information and Phone Numbers
- Update Store Customer Information in Access Database
- Update Maps with New Store Information
- Keep Calendar of Resets and Attend if Necessary

⌘ **Customer Service**

- Answer Phones and Take Orders as Necessary
- Cover in Front Office Store as Necessary
- Collect, Obtain Approved/Declined Signatures, Communicate Approved/Declined Status to Applicant, File, Process and Fulfill Donation Requests

⌘ **Sales Ticket Entry**

- Accurately Check and Correct Sales Tickets and Input into Great Plains System
- Resolve Pricing Discrepancies by Working with Employees, Distributors and Customers

⌘ **Miscellaneous Tasks**

- Order Supplies/Run Errands as Necessary
- Sales / Marketing Research
- Coordinate Ballreich Events/Parties/Competitions
- Schedule and Attend Sales Calls as Necessary
- Coordinate Special Sales, Openings, and Events for Individual Stores
- Attend Demos as Necessary
- Document Duties
- Complete Other Tasks as Directed by Staff Members