

Reports to: Senior Sales Administration Supervisor

Department: Sales

Classification: Non-Exempt

Last Updated: 02/26/2025

Job Overview:

We are seeking a detail-oriented and proactive individual to support the Sales Department. In this role, you will assist Manufacturer's Reps with literature and sample requests, help Dealers with POP orders and campaign links, and manage various departmental processes such as campaign submissions and Dealer Locator updates. You will also provide general assistance to Sales Administrators with special projects and ensure smooth daily operations within the department. Strong communication and multitasking skills are essential for success in this role.

Key Responsibilities:

1. Support for Manufacturer's Reps:

- Assist Manufacturer's Reps with requests related to literature and samples.

2. Support for Dealers:

- Provide assistance to dealers with:
 - POP (Point of Purchase) orders
 - Campaign links (e.g., Conversion, Launch, Trade-up programs)

3. Process Management:

- Process various departmental tasks as assigned, including but not limited to:
 - Campaign submissions
 - Dealer Locator updates
 - Dealer Training submissions
- Assist with other processes as our department and systems continue to expand.

4. General Assistance:

- Provide support to the Sales Administrators with special projects as needed.
- Assist with miscellaneous sales administration tasks to ensure smooth department operations.

Job Qualifications:

- High school graduate or equivalent.
 - Previous experience in a related administrative or sales support role preferred.
 - Basic database knowledge and experience required.
 - Excellent verbal and written communication skills.
 - Highly detail-oriented with the ability to manage multiple tasks efficiently.
 - Ability to work effectively in a team environment and support department goals.
 - Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage and Servant-Leadership.
-