

**JOB TITLE:** Sales Coordinator  
**Department:** Sales  
**Salary Range:** DOE  
**Date:** April 7, 2010  
**Reports to:** Vice President of Sales

**Position Description:** Assists Vice President of Sales in all his projects and promotions

**Responsibilities:**

1. Assists Vice President of Sales in his various projects and promotions
2. Performs administrative and clerical duties for the department.
3. Assists sales reps in their various requests and communicates with sales staff on a regular basis regarding new accounts, store events, trainings, issue resolutions, etc.
4. Acts as liaison between the Sales department and the other departments of the company, such as Marketing, Education, Customer Service, Production, Graphics, etc.
5. Coordinates promotions, new store openings and new sku submissions to larger chains.
6. Assists in tradeshow preparations and attends specific tradeshows assigned by Vice President of Sales.
7. Collects and reviews monthly sales reports and disseminates pertinent information as it pertains to production, marketing or product development.
8. Monitors demo coordination as may be required.
9. Monitors internet etailer websites and enforces company's Minimum Advertised Price program. Informs etailers of new skus and promotions.
10. Assists in establishing inside sales to prospect for new accounts, boost activities of dormant accounts, and notifies existing accounts of special promotional opportunities.
11. Performs any other related duties, as may be required.

**JOB REQUIREMENTS:**

- AA or higher; BS/BA preferred.
- Two or more years experience in office coordination or sales or marketing job duties
- Self starter with the ability to multi-task and prioritize
- Excellent work ethic
- Excellent communication (verbal and written) skills
- Excellent interpersonal and team skills
- Proficient in Microsoft Excel, Word, PowerPoint and Outlook
- Health food industry experience preferred
- Travel required.

Temp-to-Hire or Full time, M-F, Day-Shift, Company provides generous benefits, including matching 401-K.