

# JOB POSTING

**Title/Position:** Sales Coordinator                      **Department:** Retail Sales Dept. -PA  
**Supervisor:**    Paul Hritz                                      **Hours/Shift:** 42.5 hours per week  
**Pay Rate:**    Commensurate with experience    **Approved:** \_\_\_\_\_

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## **JOB SUMMARY:**

- This position will provide direct support to a Retail Sales Regional Manager as well as interface with the Assistant Director of Retail Sales and the Director of Retail Sales. This person will be responsible for all functions applicable to the Retail Sales Coordinator position as well as becoming familiar with all Retail Sales accounts assigned to the Regional Manager being directly supported. Some functions the employee will be involved with are: Excel, PowerPoint, Word, Monarch, vendor online systems, customer account information and customer service.
- Perform other department related duties as directed by supervisor.
- This is a fulltime position. Schedule to be determined.

## **QUALIFICATIONS:**

- 4 year college degree.
- Must be proficient in Excel.
- Experienced in the use of PowerPoint, Word and Outlook.
- Experienced in 1WorldSync and Retail Link preferred.
- Ability to work professionally with external customers, brokers, sales managers and internal departments.
- Ability to work under the pressure of deadlines.
- Ability to work independently as well as part of a team.
- Good math, analytical, communication, and organizational skills a must.
- Good work habits and attendance.
- Passion to learn the retail business.
- Committed to growing the retail business and organization.

## **ESSENTIAL FUNCTIONS:**

- Interaction with internal and external customers.
- Involves extensive computer systems/software operation and regular use of office equipment.
- Position is essentially sedentary except for attending some internal meetings and helping office and staff.
- Occasional offsite training and /or seminars a possibility as well as webinars.

If interested submit resume, application, and/or Job Opening Interest Form (which can be obtained from the HR department) to John Davidson by **5pm on Friday, May 20th.**