

<b>Job title</b>	<i>Sales Coordinator</i>
<b>Reports to</b>	<i>Sales &amp; Marketing</i>

### **Position Summary:**

You will play a key role in helping us to achieve our aggressive sales goals and in maintaining our reputation for excellent products and superior customer satisfaction. You'll provide support for our sales representatives and sales leadership staff with a focus on contracts administration and project management.

### **Duties and Responsibilities:**

- Ensure accuracy in orders, data entry, and invoices
- Work with Sales Leadership on the organization and delivery of strategic projects
- Prepare and disseminate information to appropriate employees regarding contract status
- Trade and Promotion management including set up, execution, audit and reconciliation
- Support new customer onboarding assisting accurate information to cross functional team
- Maintain a strong understanding of the new business sales cycle and procurement process
- Collaborate with Sales Ops, Billing, Legal, and Customer Success, departments to confirm timely deliveries

### **Qualifications:**

- 1+ years in an Administrative or Sales role
- Bachelor's degree in Sales, Marketing, or relevant field preferred
- Paralegal experience preferred
- Proven work experience as Sales Administrator (or relevant experience)
- Knowledge of Sales Performance metrics and KPIs
- Outstanding organizational and multitasking skills
- Strong performance under deadlines

### **Benefits**

- 401K
- Vacation
- Insurance (Health, Dental, Vision)
- Bonus Plan
- Partial Gym Membership

## Why Hudsonville?

Here at Hudsonville, we offer a first-class work environment with a real family feel. We appreciate and recognize the hard work, and dedication of our team members. We firmly believe that our employees fiscal, physical, and mental health are essential elements to our organization's overall success. It is with this philosophy in mind that we offer a competitive wage and benefits package that starts day one. Moreover, Hudsonville is committed to its team members continual growth and development.

<b>Approved by:</b>	<hr/> <i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<hr/> <i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>January 23, 2019</i>