

# Dynamic Brands



**Dated:** October 2<sup>nd</sup>, 2018  
**Job Title:** Sales Coordinator  
**FLSA Status:** Non-Exempt  
**Department:** Sales  
**Reports to:** Sales Manager  
**Location:** Richmond

The Sales Coordinator will provide sales support to our sales department and independent sales force.

## Responsibilities:

- Work with the Sales Manager to grow sales and increase distribution
- Deliver effective and consistent communication with both internal and external teams regarding, but not limited to:
  - New sales programs / offerings
  - Sales updates
  - Reports
  - Marketing
  - P.R. updates
  - New product updates
- Deliver support collateral, reports, materials to assist in territory management
- Perform marketplace and industry research and analysis of market trends, customer needs, competitive products and pricing
- Work with the Sales Analyst to identify potential growth and sales opportunities
- Manage direct sales channels and portfolio(s) of key accounts
- Maintain online product assortments with Ecommerce partners
- Manage and maintain retail pricing policies
- Assist the Marketing Department in generating and scheduling representative related e-blasts in MailChimp
- Prepare, proof and edit business correspondence, sales memos, agendas and presentations using Microsoft Office
- Service and support all customer sales related requests
- Prepare sales presentations to include but not limited to Price Lists, Catalogs, etc.
- Assist in the preparation and execution of trade shows
- Work with other departments to ensure timely delivery of sales samples
- Other details as assigned

## Qualifications:

- Bachelors degree in Business Administration, Sales or related field
- Minimum 2 years inside sales or marketing experience
- Intermediate to Advanced Excel skills needed
- Exceptional written communication skills via e-mail and use of proper syntax a must
- Must possess demonstrated problem solving ability, creativity, and initiative
- Excellent presentation and communication skills
- Excellent interpersonal skills
- Attention to detail is a must