Blurb about ASL can go here:

The **Sales Coordinator** supports the COMPANY sales team throughout the sales process by completing the following tasks and responsibilities to ensure we exceed our customer’s expectations.

**Responsibilities**

* Liaise between sales representative, operations team, vendors, and customers
* Be the point of contact for Salesforce Administration and actively pull reports and update dashboards
* Supports the sales representatives and managers as needed
* Ensure that reporting and analytics are run regularly and kept up to date
* Maintain annual pricing and programs for services
* Enter sales orders, review orders entered by sales reps, and manage orders through the ERP system
* Continue to support development of processes through our Operations System
* Annual update and maintenance of master documentation regarding trade agreements, programs and pricing, and associated ERP files
* Reporting for both traditional and e-commerce sales on a weekly, monthly and ad hoc basis
* Involved in daily sales meetings ensuring involvement
* Assist with planning of trade shows and events, travel
* Coordinate and respond to customer complaints, problems and requests for information;
* Liaise with Customer Service, Production, Shipping, and Accounting departments, obtaining and sharing information.

**Requirements:**

* 1 year related experience in sales coordination or project management focused role, preferably in a Supply Chain, Logistics, Distribution or Transportation environment
* Ability to manage multiple projects at once
* Attention to detail
* Exceptional organization and time management skills, able to manage multiple projects while adhering to milestones and deadlines
* Flexible and tenacious, adapt to changing schedules on the fly quickly and easily
* Results-oriented, you get things done while still being diplomatic and focused on nurturing key relationships
* Experience with Salesforce CRM
* Experience with the Microsoft suite of products including Word, Powerpoint and Excel

**What We offer:**

* Safe and supportive work environment
* Competitive compensation and benefits
* Vacation days, 3 weeks
* Career growth opportunities
* Opportunities for training and development
* Encouragement of a healthy work/life balance