

Job Description: RETAIL SALES COORDINATOR
(Long Term Contract)

Overview

The Retail Sales Coordinator will play a key role in supporting growth in the Retail Division by completing all assigned duties.

Responsibilities (including but not limited to):

- Reporting: Exceptional skills working with Excel are mandatory (proficient with pivot tables, v-look ups, conditional formatting etc.). An ability to analyze numbers (Sales, Product Quantities, etc.) and extrapolate trends in terms of buying behaviors and patterns is required.
- National Accounts: A key part of the Retail Sales Coordinator role is in developing and maintaining positive relationships with customers. This requires a wide variety of tasks to be addressed including: answering customer queries, item set ups, implementing pricing, product development requests, reporting, product tracking, order processing and special projects.
- Trade Shows: There will be several tradeshow throughout the year that will involve the Retail Sales Coordinator to coordinate. Such tasks involve: Booking and payment of trade show, gathering all materials and products that need to be showed and coordinating the shipment with the distribution manager.
- Administrative Duties: It is the Retail Sales Coordinators job to complete all administrative tasks including but not limited to expenses, booking hotels and updating the Retail Sales Team Agenda.
- Competitive Intelligence: To grow our business we must understand the constant change in the market. The Retail Sales Coordinator will be responsible to gather market data (comp shops, new products in the field etc.).
- Company relations:
 - Comply with all company policies
 - Work with, develop positive relationships with, communicate with, and coordinate activities with other employees in marketing, customer service, distribution, accounting, purchasing, IT and human resources
 - Communicate effectively and cooperate with your fellow stakeholders

Qualifications

- 2+ years of experience in an administrative/customer service or sales role
- Strong Microsoft Excel skills
- Degree in Accounting, Business, Finance or related field
- Hyperion Interactive Reporting (BRIO) experience is a plus

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If you are interested in applying for this position, send your resumé and cover letter to: teal@mccordick.com

