

Schedule: 8:00am 5:00pm MST M-F

Pay Rate: \$16.00 an hour

Sales Department Overview

Sales department is a dynamic team of detail oriented, fast pace, self-motivated and dedicated people working together as the face of SnugZ to ensure SnugZ is represented to our customers as a dependable responsive, trustworthy supplier. Our core values: Work Like Crazy, Care Passionately, Think Big and Do What's Right are the backbone of how we function as a team.

Job Description

SnugZ USA is seeking a dynamic, detail oriented person to work in a fast paced, growing and fun environment. We are looking for someone who is self-motivated, hardworking, persistent and dependable to join our growing team in the promotional products industry that encompasses the SnugZ core values.

The Sales Support Position will be responsible for assisting the assigned sales executive in supporting the team's designated accounts. Responsibilities will include managing orders and tracking HQ orders ensuring no order hiccups through the production process as well as providing detailed quotes for program and promotional opportunities. The ideal candidate for this position will have established sales and/or marketing experience as well as detailed data entry experience and a commitment to delivering the highest level of professional dedication and performance. This position requires an individual who is a highly motivated and highly detail-oriented.

Essential Functions and Primary Duties

Responsibility Breakdown: 30% Watching Orders through Production - 50% Quoting & Quote follow up 20% Pro-Active Selling

- Analyze, manage and track in-process orders.
- Act as a central point of contact for customers and operations once orders are placed.
- Managing resolutions with prompt issue identification and implementing solutions

- Preparing product presentation material, product updates, specials and marketing opportunities to customer base.
- Preparing formal product and freight quotes with product suggestions for company programs,
- Conducting comparative data analysis to discover growth opportunities within customer base as well as new customer opportunities.
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- **Key Responsibilities**
- Partner with Sales Executive Manager to maximize coverage and revenue potential on all assigned accounts
- Assist in preparing presentations to inform customers of SnugZ USA products, decoration capabilities, marketing programs and business solutions with a focus on sales
- Navigate, qualify & research B2B partnerships; engage via email/phone with customers
- Achieve monthly sales quota; work with sales team to achieve organizational sales goals
- Achieve expected volume of proactive customer calls while managing inbound requests
- Practice knowledge of consultative selling approach
- Develop creative presentations, programs, specials and flyers for new opportunities
- Effectively manage multiple projects and assignments through to completion
- Participate in continuous improvement activities to include idea generation
- Manage quoting projects and proactive ideation
- Other duties as assigned

Requirements/Qualifications

- College Degree a plus - areas of Sales, Marketing, Communications or Business
- 2+ years' experience in customer service and or High Level Data Entry
- Sales experience a plus
- Communicate clearly and professionally with exceptional written and verbal skills
- High interest in consumer products for marketing events and advertising
- Strong ability to sell products with an "on trend" component understanding trends and how to bring the trend to market
- High level of enthusiasm with a positive attitude with an eagerness to learn
- Ability to generate original solutions to business opportunities and challenges
- Ability to utilize continuous improvement concepts and philosophies on a regular basis
- Ability to navigate through systems such as CRM, Syteline, Outlook, Excel, Wrike

- Must be customer focused, confident and goal driven
- High adaptability to change
- High level of integrity
- Must be detail oriented, organized, a self-starter and ability to prioritize workload effectively