

JOB DESCRIPTION

Position Title: Sales Assistant - Traditional
Department: Automotive Sales Support
Reporting To: Sr. Account Manager

Purpose of Position:

Maintain pricing for sales support for the Traditional sales group.

Requirements:

- Associates Degree with 3-5 years customers' service or marketing experience.
- Intermediate spreadsheet and word processing knowledge.
- Excellent oral and communication skills including the ability to negotiate and persuade.
- Excels in a fast-paced detailed work environment.

Direct Subordinates:

None

Work Relationships:

Internal: Pricing Coordinator, Sales Coordination Manager, Sales Staff, Credit Analyst, Customer Service, Sales Assistants – Retail, Production Planner, Regional Credit Manager, Marketing Department, Billing Coordinator, Transportation

External: Customer Base

Job Functions:

1. Maintain pricing lists for all Traditional products. This includes all promotional pricing programs for each customer.
2. Run open order for Traditional Antifreeze and checks orders against the approved pricing lists, price exceptions or price request forms. (Consult with sales person when needed).
3. Audits daily billing reports and approves each order when it meets all pricing, terms, promotions and commission requirements. Incorrect billings are put on hold and investigated until corrected.
4. All commissions paid to reps and brokers from a report that needs to be run. The approved report (done monthly) is sent to AP for expedition of payments.
5. Approves all promotional groups on a report that is sent to SMS each month

6. Will run profit/loss statements on Antifreeze in competitive situations or on private label accounts to be approved by the Vice President of Traditional Sales.
7. Provide overall assistance to the Traditional Sales person and customers -- taking POS requests, checking inventory, entering sales orders, entering purchase orders, or assist in getting customers a price on our products.
8. Initiates credit memos or prepare documentation for sales adjustments.
9. Provides complete back up support in pricing on all Old World's products, and also does all billing edits in the event that the Pricing Coordinator is absent/needs help.
10. Responsible for special projects which might include calculating YTD purchases for customers and handling credit and rebills for drop ship orders.