

## Quaker Valley Foods Job Description Sales, Purchasing & Marketing Assistant

### **Position Objective:**

To support the sales, purchasing and marketing teams by performing a wide variety of administrative tasks. To provide administrative support to the managers of those teams.

### **Preferred Education:**

Bachelor's Degree or equivalent experience.

### **Preferred Experience:**

3-5 years of sales, purchasing or marketing administrative experience. 3-5 years of experience preparing Excel and Power Point documents.

### **Position Reports to:**

Director, Sales & Purchasing

### **Supervisor Reports to:**

President/COO

### **Essential Duties:**

- Prepare and circulate daily and weekly reports as needed.
- Submit daily and weekly price sheets and product books to Staples.com. E-mail price sheets as needed.
- Prepare monthly ad billing using information from Power Enterprise, the company's operations software.
- Post new accounts to Power Enterprise as needed.
- Work with the teams to create and update the weekly sales advertisement.
- Distribute daily mail as needed.
- Maintain the sales, purchasing and marketing teams' names, titles, addresses and contact information.
- Update and maintain a supply of sales forms as needed.
- Create re-bills from incorrect invoicing to customers.
- Create the weekly credit spreadsheet.
- Organize and plan meetings, prepare agendas, schedule appointments, coordinate travel arrangements, answer the telephone, take messages and respond to routine telephone calls, voice-mail and e-mail messages. Initiate appropriate follow-up.
- Organize and maintain the team managers' calendars, files and industry contact data.
- Organize and maintain the vacation schedules of the sales, purchasing and marketing teams.
- Develop and maintain an efficient documentation and filing system.
- Respond to routine requests from other departments or industry contacts.
- Follow up on assignments given to the sales, purchasing or marketing team members and provide status reports to the team leaders. Manage projects as directed by the team leaders.
- Assist as needed with special projects and meetings, including trade shows and industry conventions. Participate in trade shows and industry conventions as needed.
- Build relationships throughout the company that are based on sensitivity, discretion and trust.

**Physical Requirements:**

This is a normal office job that requires extensive sitting at a workstation and using normal office equipment, including telephones, calculators, computers, copiers, fax machines, printers and document shredders. This job requires extensive reading of information from computers and preparing documents using computer. Filing and occasional lifting, up to 25 pounds are required. Infrequent, overnight travel is required to attend off-site meetings, trade shows and industry conventions.