

Job Description

Position Title: Sales Team Assistant

Reports to (Position Title): Director of Sales

Location: East Coast Headquarters

Overview

Jacent was formed in 2016 by the merger of LaMi Products and ATA Retail Services, two pioneers in impulse merchandising with a combined 60 years of experience. With the industry's largest database of retail intelligence, the deepest inventory of impulse products, and the most experienced team, we're the premier strategic merchandising partner to North America's retailers.

Jacent sources, warehouses, ships, and stocks over 3,500 impulse items to 14,000 retail stores across the US and Canada. We create a strategic merchandising plan for each store—then place the ideal impulse items in the ideal locations, with follow-up re-ordering and re-stocking. In addition to our impulse business, Jacent offers retail insights and services, such as audits and shelf stocking, to help stores run at peak efficiency.

The result of our work is two-fold: By connecting consumers with the right items—even ones they didn't know they were looking for—we inspire shopping experiences. And in the process, we're helping our retail customers generate incremental sales. It's a win-win.

Job Objective

Provide administrative support and assistance to Sales Team.

Job does require 25% travel within the continental United States.

Duties & Responsibilities

- Prepare and edit correspondence, communications, presentations and other documents
- Coordinate and plan project-based work
- Answer and manage incoming admin duties
- Conduct research, collect and analyze data to prepare reports and documents
- Design and maintain databases
- Coordinate with internal staff at all levels
- Review operating practices and implement improvements where necessary
- Track and coordinate projects between departments

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills with an ability to work with all levels of staff and management
- Strong problem analysis and solving abilities
- Ability to multi-task and prioritize
- Strong customer service skills
- Good interpersonal skills
- Attention to detail and accuracy in work
- Service-oriented with a history of building excellent customer relationships
- Ability to work in a team environment as well as independently
- Highly motivated

Experience and Credentials

- High School Diploma
- Minimum two years' experience providing executive support at a high level
- Strong computer skills including proficiency with Microsoft Word, Excel, Outlook, and web-browsers
- Familiarity of standard office administrative practices and procedures
- Previous experience working in the supermarket industry preferred
- Bachelor's degree preferred

To be considered for this position please apply at:

https://www.appone.com/MainInfoReq.asp?R_ID=2313226