

Key Account Sales Coordinator-Brattleboro, VT

New Chapter, Inc., an organic manufacturer of vitamin and herbal supplements located in Brattleboro, VT is looking for a dynamic individual to join our mission-driven organization. We seek a **Key Account Sales Coordinator** to support the **Sales Department** in a culture that fosters wellness and social responsibility.

Job Summary:

Provide sales support and internal coordination for the key account managers.

Responsibilities:

- Provide daily support to Key Account Managers by answering calls and emails from them throughout the day
- Set up monthly promos
- Research, troubleshoot, and track orders, credits, call tags.
- Submit written orders, credits, call tag requests and correction orders on a timely basis
- Providing phone and email support to Account Executives supporting Key Accounts
- Coordinate special requests and approvals from Key Account Managers, Sales Support Supervisor, Assistant Director, Director and VP of Sales Operations
- Work on any special projects as requested with the ability to prioritize and reprioritize
- Work closely with Key Account Managers, VP of Domestic Sales, and Director of Sales Operations to maintain promotional calendars and consistently share new information
- Work closely with the Marketing and Creative departments to help Key Accounts Managers meet their advertising needs within required timelines
- Process identified orders from Customer Services that require approval on discounts, expedited shipping, excess support material requests, etc
- Work with operations/shipping to coordinate any special circumstances and/or needs for Key Account orders in collaboration with Customer Service
- Arrange travel/hotel/shuttle and rental cars for Key Account Managers within predetermined budgets
- Maintain a proactive mindset for support on calendar, materials, promos, etc

Qualifications:

- Previous sales support/administrative and customer service experience preferred
- High level of organizational skills
- Consistent ability to multi-task and prioritize
- Must be team player who can also work independently when needed
- Ability to work in a very fast paced, dynamic sales environment
- Must have the ability to work well interdepartmentally

We offer a competitive salary and an outstanding benefit package which includes medical, dental, life insurance and 401(k). Qualified candidates, submit resume to careers@newchapter.com

New Chapter is an equal opportunity employer.