



Position: Sales Administrative Coordinator

Location: Eden Prairie or Sauk Rapids, MN

Exemption Status: Exempt

Division/Department: NA Retail

Position Summary:

Support the International, North American Retail and e-Commerce Sales team to organize customer program information, create sales reports, and support retail sales customers. Act as a liaison between our sales staff, internal departments, suppliers, and customers.

Primary Responsibilities

- Maintains an accurate database of customer programs, including all pricing and freight terms, and ensures that the updates flow through all applicable systems.
- Works with the customers to ensure all orders are accurate, received and fulfilled in a timely manner.
- Assist in assembling sales proposals
- Manage tradeshow and line review workflow.
- Update and manage weekly, monthly, and quarterly sales reports.
- Works with customers to setup new items in their respective web-portals.
- Interface with internal departments to ensure customer requests are met.
- Work with marketing to create presentations, marketing assets, dealer flyers and collateral.
- Add new customer information in the CRM database and ensure existing customer details are up-to-date and accurate.
- Conduct weekly discussions with external factories to ensure on time delivery of product to our customers.
- Manage the reporting of customer POS, inventory analysis, out of stock, etc., report.
- Reviews expense reports for division and works with EVP to approve and process.
- Other duties as assigned.

Reporting Relationship

- Reports to EVP of Sales

Qualifications and Skills

- Two-year Associates Degree in Marketing, Business, Sales preferred or equivalent experience. Bachelor's Degree preferred
- Previous consumer B2B experience is a must (retail B2B or e-Commerce preferred)
- Ability to grasp technical information on our product application, set-up, use, and functionality on all of our product lines.
- Experience working with an outside sales team.
- Self-starter and organized to effectively manage workflow in a fast-paced environment

- Understanding of CRM systems
- Proficient in Microsoft Office Suite
- Excellent time management and organizational skills
- Analytical and curious by nature
- Valid driver's license
- Must be able to work in the US

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls. The employee is regularly required to stand and walk. On occasion the incumbent may be required to stoop, bend or reach above the shoulders. The employee must occasionally lift up to 50 pounds for tradeshow set up and tear down.

About Us

Pinnacle Climate Technologies (PCT) invents, develops and manufactures heating and ventilation solutions through commercial, industrial, agricultural, DIY and other retail channels throughout the world. With manufacturing in North America and Asia, PCT serves a diverse customer base in over 25 countries, on every continent. With brands that include Master®, Schaefer®, Remington®, ProTemp®, Americ®, and STANLEY®, PCT is positioned as the global leader in industrial/construction heat, and portable ventilation products. For more information visit www.pinnacleclimate.com

Why Join Us

Our brands, both young and mature, now have 65 years of experience to draw upon as they optimize manufacturing efficiency, perfect distribution, and lead the industry. And with that, we're now able to innovate faster and more effectively deliver the highest-quality products to the marketplace. As a result, Pinnacle Climate Technologies is home to brands that are recognized worldwide for reliability, durability, and innovation. At Pinnacle—We make it possible.

Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin or other legally protected classifications.