

Manager of Sales Logistics

Job Description

Natures Plus is looking for a Manager of Sales Logistics to partner closely with the Vice President of Sales and Director of Sales Administration to provide the process and tools for sales productivity.

The Manager of Sales Logistics is responsible for providing management with accurate and relevant excel-based sales reporting and analysis using a variety of platforms, including SAP and Salesforce.com. In addition, this position supports Key Account process, Customer Service initiatives, and special Marketing projects. Communication through all levels of organization is required.

Essential Duties and Responsibilities

- Assist in the development and improvement of sales reports
- Develop daily, weekly, monthly, and quarterly sales reports
- Process monthly and quarterly Sales Rep commissions
- Partner with Marketing on Sales Promotion initiatives, setup & testing via SAP.
- Manage Key Account team to maintain and cultivate relationships with high profile accounts (includes promotional planning, form management, vendor agreements, special requests)
- Assist Customer Service with day to day order management activities (Includes return accommodations, consumer credit approval, new acct. process, special discount requests)
- Manage Telemarketing Process and maintain all aspects of the outbound/inbound telemarketing operating structure
- Partner with Director of Sales Administration to support administrative efforts within sales department (Sales Rep Expenses, Demo Coordinator process, Rep Evaluation Forms, Itinerary Mgmt, Management Meetings, National Sales Meetings, National Trade Shows)
- Support the Executive team with business analysis on pricing, reporting, auditing and strategic projects
- Establish and maintain on-going communication with outside sales representatives and managers in multiple territories
- Assist the Executive team with departmental strategy

Requirements and Qualifications

- Excellent oral and written communication skills
- Minimum 5 years operational management.
- Advanced Excel skills
- High proficiency with Microsoft Office suite (PowerPoint, Word, etc.)
- Strong analytical skills with demonstrated ability to build new processes and methodologies.
- Ability to account for diverse and complex business issues in simple and practical ways.

Education / Experience

- Bachelor's degree in business administration or related discipline from an accredited university or college.
- Minimum 5 years sales analysis experience or business management.