



BROWNING HARVEY LTD.

Employment Opportunity – Sales Coordinator

THE COMPANY

Browning Harvey Ltd. is a franchise bottler for Pepsi Cola in Newfoundland and Labrador, and is a recognized market leader in the brand name Liquid Refreshment Beverage Category in Newfoundland and Labrador. Through its direct store delivery system, modern production facility and dedicated sales team, Browning Harvey is one of the most successful franchise bottlers in Canada.

THE ROLE – SALES COORDINATOR – BASED IN ST. JOHN'S, NL

Reporting to Director of Sales, the Sales Coordinator is the person accountable for the accurate and effective communication of sales information to internal stakeholders.

The Sales Coordinator is an integral part of the Sales Team and providing all relevant information for sales staff to function effectively.

POSITION OBJECTIVES:

1. Direct, clear and effective communications throughout the sales and distribution system for the province.
2. Completion/submission of business reports & presentations to the front line sales team.
3. Supporting the proper implementation of negotiated Head Office Retailer service agreements.
4. Compliance with the Company Health & Safety and Respectful Workplace practices and procedures.

SPECIFIC RESPONSIBILITIES:

1. Communication of information to our sales team island wide is an ongoing process.
2. Relaying of information clearly, effectively & on a timely basis to sales & distribution throughout BHL.
3. Preparation & submission of new product presentation forms to head offices of major chains/retailers.
4. Maintain accurate employee time cards for all sales employees in St. John's, Grand Falls & Corner Brook.
5. Completion of sales reports are done as requested.
6. Generate/submit sales reports using Cognos/AS400 systems as outlined by Director of Sales, TSM's, TSM Supervisor, Sales Operations Manager, etc.
7. Completion/submission of business reports & presentations to our front line sales team.
8. Completion and submission of deal sheets or price change forms to head office retailers as communicated by Director of Sales.
9. Update and communicate weekly feature calendar and other related information to the required personnel within the company.
10. Report period sales reports information to Head Office category managers, as directed by Director of Sales.
11. Handling of all customer inquiries on a timely basis by either contacting customers directly with findings or by redirecting to the appropriate person within BHL for their completion.
12. Consistently manage feature activity tracker.

13. Ordering of supplies for the Sales office as required.
14. Service calls for equipment maintenance as required.
15. Other duties as required.

KEY ATTRIBUTES:

1. Degree in relevant area of business, marketing, systems/data management.
2. Ideal candidate will have several years' experience in information management or sales data analysis.
3. Strong analytical skills.
4. Advanced proficiency in use of Microsoft office applications- specifically Power Point, excel and word.
5. Ideally, but not essential, Consumer Package Goods experience.
6. Courses in sales training.
7. Highly developed organizational skills.
8. Strong sales, organizational, and time management skills.
9. Effective people skills including effective communications.
10. Ability to utilize and fully leverage internal computer systems.
11. Dynamic in understanding the various products/ programs offered.
12. In-depth knowledge of retail food industry
13. Strong customer relationship skills

If this role sounds like the right fit for you, please send a resume by February 3th, 2023 to:

Browning Harvey Ltd.
Human Resources
Telephone: (709) 726-8000
humanresources@aharvey.nf.ca
<https://www.browningharvey.nf.ca>

Browning Harvey Ltd. is an equal Opportunity Employer; however only those selected for an interview will be contacted.