

# Potandon Produce L.L.C.

## Job Description

**Position:** SALES ASSOCIATE

**Status:** Full-Time; Non-Exempt

**Department:** Sales

---

### *Primary Function:*

Act as an administrative assistant to senior salesperson in servicing the customers by taking sales orders, forwarding orders to co-packers, entering passings and invoices into Famous, securing transportation assets, and carrying out special assignments as needed. Assist in the execution of the business plan. Consult with Sales Manager, Sales Staff, Operations, and Administration.

### *Preferred Qualifications:*

- B.A. degree in Business and / or 2 years experience in related field.
- Computer proficiency in appropriate business related software.
- Strong communication and organizational skills.

### *Duties & Responsibilities:*

- Maintain a professional behavior and attitude.
- Show respect to all customers, both internal and external.
- Answer phone and direct phone calls.
- Fill in for Sales People in their absence as directed.
- Arrange transportation at a competitive rate as directed by departmental guidelines
- Coordinate with OPS on the smooth placement of orders.
- Assist Sales in resolving discrepancies in accounts receivable/payable in a timely manner.
- Get passings from co-packers and fax to customers without delay.
- Assist Sales in any special tasks assigned.
- Coordinate mixer loads with other sales staff in office.
- Minimize accounts receivable within comfortable time frames.
- Conduct customer surveys and market research as necessary
- Follow up on cross dock orders and outside purchase balances.