

# KIRK'S

FAMILY OF NATURAL BRANDS

ERLANGER KY 41018 | KFONB.COM | 859.647.0777

OPEN POSITION AT KIRK'S FAMILY OF NATURAL BRANDS:

## SALES EXECUTIVE ASSISTANT

IDEAL START DATE: JANUARY 3, 2022

### JOB DESCRIPTION

The Sales Executive Assistant will be responsible for working in conjunction with three Sales Directors, assisting with developing presentations, streamlining systems for efficiency, navigating retailer policies to include forms and portal entries and other administrative work. We are looking for an extremely talented and dynamic seasoned professional who is detail-oriented, an excellent communicator, precise with time management and fluent in Microsoft programs and Salesforce.

### RESPONSIBILITIES/JOB DUTIES

#### Administrative Work

- Assist in production of retailer promotional paperwork, approvals, and input for internal records
- Assist in development of systems to streamline tracking of promotional activity
- Work in partnership with internal team to execute various Marketing initiatives.
- Create sell sheets/presentations per Sales Director and Marketing leadership
- Analytic experience within retailer/distributor data platforms. Familiarity of pulling reports
- Navigate retailer portals for data entry
- Maintain communication with retailers, distributor and brokers
- Manage internal platforms to keep all tools up to date for brokers

### DETAILS

Hours: 37.5 hours/week

Directly Reports to: Sales Directors

Job Type: Full-time

Salary: \$50,000 per year

Work Location: Erlanger, KY

Work Remotely: Yes

Qualified candidates please send your resume to

Email: [erin@kirksnatural.com](mailto:erin@kirksnatural.com)

Subject Line: Sales Executive Assistant Application

### QUALIFICATIONS

- College degree or equivalent professional experience
- Able to think on corporate/strategic level, in concepts and solutions.
- Excellent written and verbal communication.
- Ability to work with different levels of management
- Strong time management and organizational skills
- Ability to communicate with excellent follow-up and recaps
- Detailed oriented
- Ability to multi task in a fast paced environment
- Computer proficiency – Excel, Word, PowerPoint, Outlook, Salesforce
- Reliable and self-motivated
- Minimum of 5-7 years' experience in sales
- Possesses an understanding of retailer and distributor network and processes
- Meet company background verification requirements

### ABOUT US

Our business is family owned and operated by two second generation sisters, Molly & Katherine Oliver. With a growing portfolio of over 80 natural personal care products ranging in distribution at Walmart, Kroger, Publix, Amazon and more - we are just getting started!

Come join us!

CELEBRATING OVER 180 YEARS.

KIRK'S NATURAL | SOUTH OF FRANCE NATURAL BODY CARE | THE GRANDPA SOAP COMPANY