

KIRK'S

FAMILY OF NATURAL BRANDS

ERLANGER KY 41018 | KFONB.COM | 859.647.0777

OPEN POSITION AT KIRK'S FAMILY OF NATURAL BRANDS:

SALES DIRECTOR ASSISTANT

IDEAL START DATE: ASAP

JOB DESCRIPTION

The Sales Director Assistant will be responsible for working in conjunction with the National Sales Director, 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

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!

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

Subject Line: Sales Director Assistant Application

COMPENSATION

- Opportunity to join a small private company while earning a competitive salary
- Company benefits include paid time off and holidays, an 80% employer-paid medical insurance program (after a 90-day introductory period)
- Room for growth within the position

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 various levels of management
- Strong time management and organizational skills
- Ability to communicate with excellent follow-up and recaps
- Detailed oriented
- Ability to multitask in a fast-paced environment
- Computer proficiency – Excel, Word, PowerPoint, Outlook, Salesforce
- Reliable and self-motivated
- Positive character and solution oriented
- Minimum of 5 years experience in Sales/Grocery industry
- Possesses an understanding of retailer and distributor network and processes

OTHER

Position can be located virtually with occasional travel for team meetings and trade shows

CELEBRATING OVER 180 YEARS.

KIRK'S SOAP | SOF BODY CARE | THE GRANDPA SOAP COMPANY