



Job Description

Job Title: Sales Administrative Assistant **Job Code:** DBI125

Incumbent/Associate Name: _____

Location: San Jose **Dept:** Sales

FLSA Job Classification*(3): *non-exempt* *salaried non-exempt* *exempt*

DBI Job Classification (3): *full-time* *auxiliary/part-time* *temporary*

**determined by HR department/job evaluation process*

Reports to (job title): General Sales Manager

GENERAL PURPOSE: *(Summarize overall purpose of job).*

ESSENTIAL FUNCTIONS: *(Core duties or tasks that are fundamental to the performance of the job. That is, if an incumbent could not perform one or more essential functions, the job would not get done. Most jobs have three to eight essential functions. List, in order of importance, the percentage of time the incumbent will devote to each essential function).*

		<u>% of Time</u>
1	Process daily purchase orders from chains and various external sources of which the orders are managed. Communicate w/ accounts, SAM's, DM's and operations in regards to sales orders.	30%
2	Prepare misc. supplier bill backs. Remit supplier/ sub jobber donation, sample and return invoices. Generate monthly PFP invoices and recap, generate weekly AP or misc. bill backs, recap and balance month end GL #130000-0000, adjust/ re-class invoices at 50/50 from AR after payments have been made.	10%
3	Work with the General Sales Manager to prepare & compile PFP payout and bill back for suppliers. Use sales analysis template, collect form DM's reconcile actuals form targets, input data and send to GSM for approval. Manage and create daily documents used to keep track of various sales aspects.	15%
4	Prepare Docksale, Callins and Transfer invoices for the Sales team. Work with Brand Managers to coordinate samples and donations requests.	10%
5	Support management with sales and inventory reports by compiling information from IDIG and downloading to excel spreadsheets	10%
6	Input daily sales quota numbers. Including prepare sales goal numbers monthly, report actual sales data, resolve any incorrect data.	7.5%
7	Prepare weekly & month end out of code report, inform sales department. Follow process to bill back out of code product.	5%
8	End of month depletion reporting to suppliers	5%

SECONDARY FUNCTIONS: (Non-essential duties or tasks that are not fundamental to the performance of the job. That is, if an incumbent could not perform one or more secondary functions, the job would still get done. List in order of importance and the percentage of time that the incumbent will devote to each secondary function).

		<u>% of Time</u>
1	Provide & Assist suppliers & Sales staff with daily, weekly, monthly, quarterly and annual reports.	2.5%
2	Assist A/R team as needed	2.5%
3	Perform other duties and projects as assigned	2.5%
	Total	100%

QUALIFICATIONS/BASIC JOB REQUIREMENTS: (Specify minimum number of years of job-related experience required; type of degree required; certificates/licensure. Specific skills required, e.g., computer programs, secretarial skills, special machines, etc.)

ADMINISTRATIVE SKILLS:

Proficient computer skills on: Excel, Word, PowerPoint, and Microsoft Outlook software systems

FUNCTIONAL/TECHNICAL KNOWLEDGE:

Ability to use office equipment, such as a computer, scanner, copier, calculator and fax machine.

COMMUNICATION SKILLS:

Communicate with suppliers, supervisors, co-workers and other departments on work-related issues.

SKILLS SET COMPETENCIES:

3-5 years' experience in an administrative position.

Strong written and verbal communication skills.

Strong customer service skills.

Maintain a neat, well-groomed appearance creating a favorable image and maintain proper conduct.

AREA OF REQUIRED KNOWLEDGE:

High school diploma or equivalent

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or associate from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

PHYSICAL REQUIREMENTS:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Finger | <input checked="" type="checkbox"/> Lifting 5 lbs. |
| <input checked="" type="checkbox"/> Color Perception (Red, Green, Amber) | <input checked="" type="checkbox"/> Ability to Move Distances Within and Between Warehouses/Offices | <input checked="" type="checkbox"/> Carrying 5 lbs. |
| <input checked="" type="checkbox"/> Hearing/Listening | <input type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Driving (local/over the road) |
| <input checked="" type="checkbox"/> Clear Speech | <input type="checkbox"/> Ability to Mount and Dismount Forklift/Truck | <input checked="" type="checkbox"/> Bend, squat, sit and stand for a prolonged period of time |
| <input checked="" type="checkbox"/> Touching | <input type="checkbox"/> Pushing/Pulling | |
| <input checked="" type="checkbox"/> Dexterity | | |
| <input checked="" type="checkbox"/> Hand | | |

MENTAL/REASONING REQUIREMENTS:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Reading - Simple | <input checked="" type="checkbox"/> Writing- Complex | <input checked="" type="checkbox"/> Analysis/Comprehension |
| <input checked="" type="checkbox"/> Reading - Complex | <input checked="" type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing - Simple | <input checked="" type="checkbox"/> Basic Math Skills | |

WORK ENVIRONMENT:

- | | | |
|---|---|--|
| <input type="checkbox"/> Shift Work | <input type="checkbox"/> Extreme Heat – summer temperatures | <input type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone | <input type="checkbox"/> Extreme Cold – customer cold boxes | <input type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input type="checkbox"/> Noise | <input type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Fumes/Odors |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input type="checkbox"/> Electrical Equipment | <input type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside | | <input type="checkbox"/> Dirt Dust |
| <input type="checkbox"/> Outside | | |

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of my position.

Incumbent/Associate: _____ Date: _____

Job Evaluation Requested: yes no

APPROVALS:

Direct Supervisor/Manager: _____ Date: _____

Manager (next level): _____ Date: _____

Human Resources: _____ Date: _____