



## SALES & MARKETING ASSISTANT

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Provides technical and advanced administrative support for the Sales & Marketing department.

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### **Representative Duties and Responsibilities:**

- Provides general administrative support to Sales and Marketing department
- Assists with customer onboarding efforts in a direction that helps achieve departments goals
- Provides the primary interface between the sales personnel and operations along with other ECW departments that assist in delivering logistics services to ECW customers, both existing and new
- Participates in and establishes trade show/customer events that will maximize exposure and sales for ECW
- Performs word processing, including the creation and editing documents
- Manages customer KPI reporting requirements and helps to build Powerpoint, Quarterly Business Reviews for our top customers
- Helps to manage key internal KPI metrics on a weekly, monthly and annual basis
- Ability to travel to various local Company locations as needed, in support of ongoing Social media efforts
- Reconciles and processes monthly expense reports for internal processing and payment
- Creates one-page marketing materials in support of our sales efforts
- Able to create/develop internal training resources (SOP's) for various policies and procedures
- Assist with the scheduling of internal and customer facing meeting requests, sends reminders, and other communication as required.
- Performs other duties as assigned

### **Qualifications / Skills Required:**

- Minimum of 3 years' experience in customer service, sales support and/or project management with a focus on affecting change
- Associate Degree from an accredited college or university in business, marketing or related field, bachelor's degree preferred
- Minimum of 2 years' experience of CRM experience, preferably ACT!



- Proven success in building internal business relationships

**Required personal traits include:**

- Excellent interpersonal and communication skills
- Proactive problem solver skilled at issue resolution
- Very well organized and detail oriented
- Extremely adept at follow through
- A strong customer orientation
- Ability to handle multiple tasks in a short period of time and work in a fast-paced environment
- Independent, disciplined, self-motivated and results driven

**Other:**

- Excellent computer skills; must be proficient in MS Office (Word, Excel, Power Point, Outlook)
- Valid driver's license and access to reliable transportation

**Explore the Possibilities – East Coast Warehouse**

The founders of East Coast Warehouse had a vision of becoming a high-quality service organization by building trust through outstanding performance. Today, we embrace that tradition, and attribute more than 60 years of success to our loyal customers, dedicated staff and valued business partners. We are proud to be a preeminent leader of integrated temperature-controlled logistics services to the food and beverage industry. Our state-of-the-art facility strategically located in an overweight zone on the Port of New York/New Jersey, expedited customs exam services, and transportation capabilities offers a 4PL, end-to-end solution that is sophisticated and seamless. Our comprehensive approach, combined with strong corporate values and an unwavering commitment to customer service, is why many of the world's most recognizable food and beverage brands love doing business with us, and why our average employee tenure is nearly 20 years.

When you work with East Coast Warehouse, you can rely significantly—and exclusively—on our team to support your domestic and international supply chains for distribution throughout the continental United States.

**Location:** Elizabeth, New Jersey

**Salary:** Commensurate to Previous Experience