



A DEL MONTE FRESH COMPANY

Job Description

Job Title	Sales & Marketing Administrator
Department	Sales & Marketing
Reporting Relationship	VP-Sales & Marketing
# of Employees Supervised	0

Job Summary

The Sales & Marketing Administrator provides support to both our Food Service and Retail Sales and Marketing Teams, and our external Sales and Broker teams. This role is the key conduit for processing requests for promotions, pricing, deductions, check requests, expense reports, etc. The Sales & Marketing Administrator works closely with other internal departments including Finance, Accounts Payable, Accounts Receivable, Internal Sales, and all levels of management.

Primary Duties & Responsibilities

- Provides ongoing information, training, and support for all Sales team members and Brokers on Policies & Procedures and forms (both on-line programs such as KissFlow, and the company intranet).
- Acts as primary point of contact and information resource for Accounts Payable and Accounts Receivable departments relative to all Marketing Development Funds planning and management.
- Works daily with Accounts Receivable on the weekly balance due reconciliation. Provides documentation for deduction resolution. Makes recommendations from analysis and customer knowledge.
- Daily use of KissFlow (on-line process management tool), JDEdwards, and PowerBI. KissFlow used to route numerous approval processes (merchandising promotions, pricing, deductions, check requests, etc.). JDEdwards used for research and inputting data. PowerBI used for research and analysis. Responsible for training all Sales team members and Brokers on how to use KissFlow.
- Reviews and processes all expense reports for Sales & Marketing teams.
- Primary point of contact for requests for Point-of-Sale materials, Coupons, and IRC requests. Maintain record of disbursement.
- Coordinates and facilitates all weekly Sales and Marketing meetings.
- Provides administrative support for the department's Vice President.

Educational & Job Requirements

- Degree: BS/BA or 3-5 years of experience as a member of an executive support staff. Accounting focus preferred.
- Must have:
- Exceptional organizational skills
 - Excellent written and verbal communication skills



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- Ability to contribute to a fast-paced environment
- Curiosity
- Willingness to learn
- Extreme and consistent attention to details
- A strong personal work ethic with time management skills
- Experience with Microsoft Outlook, Excel, Word, and PowerPoint