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USA



PR/086751 | Sales Account Coordinator

Job Information

Recruiter

JAC Recruitment USA

Job ID

1547893

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:02

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

In this role, you will be responsible for maintaining smooth relationships with distributors, brokers, and retailers, while handling daily coordination, data management, and on-site support to enable the sales team and leadership to focus on growing the business.

RESPONSIBILITIES

- **Order & Account Management:** Track purchase orders, invoices, and delivery status; maintain pricing files and promotional calendars.
- **Broker & Distributor Support:** Handle inquiries, consolidate promotional plans, and manage new item documentation.
- **Retail & Customer Support:** Respond to store and headquarters inquiries; coordinate promotional materials and product samples.

- Reporting & Analysis: Update CRM systems and KPI dashboards; generate sales performance reports.
- Sales Materials & Event Preparation: Create presentation decks and trade show materials; support event logistics.
- Product Demos: Conduct or assist with in-store demos and sampling at trade shows.
- Cross-Functional Collaboration: Coordinate with marketing and operations to align on inventory and promotional activities.
- Process Improvement: Identify workflow inefficiencies or data inconsistencies and propose improvements.

QUALIFICATIONS

- Over 2 years of experience in sales support or account coordination within the beverage or CPG industry
- Proficient in order management, broker/distributor coordination, and basic retail math
- Intermediate skills in Microsoft Office
- Experience using CRM or ERP systems
- Based in Marina del Rey, CA, and open to up to 25% travel
- Valid driver's license
- Detail-oriented and able to remain calm under shifting deadlines
- Clear and professional communication skills across phone, email, and in-person interactions

PREFERRED QUALIFICATIONS

- Experience with UNFI / KeHE portals or major beverage distributors
- Familiarity with Nielsen/IRI, SPINS, or distributor depletion data
- Japanese language skills

LOCATION Marina del Rey, CA

SALARY Base Salary: USD50,000 per year + Bonus Program

OTHERS Travel: Up to 25 % (local / regional, occasional overnights)

WORKING STYLE On-site work

BENEFITS

- Paid Time Off: Vacation and sick leave
- Insurance: Health and dental coverage
- Perks: Monthly product allowance

#LI-JACUS #LI-US #countryUS

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Company Description