



PR/086751 | Sales Account Coordinator

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1543359

業種
レストラン・フードサービス

雇用形態
正社員

勤務地
アメリカ合衆国

給与
経験考慮の上、応相談

更新日
2025年06月03日 10:23

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル

日本語レベル
ビジネス会話レベル

最終学歴
短大卒：準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

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
