

Sales Administration Manager

Lifes2good is a young, passionate, international company enjoying rapid and substantial growth in US, European and other international markets. With a proven formula of developing clinically proven innovative brands in niche categories, coupled with a focused, targeted and aggressive marketing strategy, the company has seen triple digit growth in the US market.

Our philosophy is to bring to market clinically proven health & beauty products that improve peoples' lives. We're passionate about improving consumer lifestyles with products that work, from head to toe, inside & out.

Our vision: A lifes2good product for everyone.

Our mission: To source, develop, test & globally market health and beauty products.

Job Description:

The Sales Administration Manager will be responsible for Lifes2good daily support of retail activities including the processing of purchase orders, compilation of sales reporting, preparing sales materials, and sample processing. The ideal candidate will have experience managing multiple projects in a dynamic fast-paced environment. He or she will be well versed in all Microsoft programs including excel, power point, and word. Specific responsibilities include:

- Process purchase orders for retail sales expenditures.
- Compile and report on daily, weekly, and monthly sales numbers.
- Help prepare sales presentations under the guidance of Nat'l Accts Managers.
- Assess and report on monthly IRI (syndicated) data for market share insights.
- Work with Retail team in analyzing monthly sales and marketing data for retailer meetings and internal office month end meetings.
- Manage select vendors to ensure compliance with internal timelines.
- Learn how to execute trade marketing initiatives and other marketing capabilities in Salesforce to find new customers and drive revenue.
- Help team with any new item set up requirements from the retailers.
- Update any necessary marketing pieces for tradeshow helping with overall preparation (marketing collateral, logistics).
- Help Retail team in sending out any packages/requested samples from the office.
- Analyze and report on web site visitor behavior using Google Analytics.

Desired Career Experience:

- 2-3 years minimum experience in sales administration.
- Experience working in retail industry (supplier or store side).
- Proficient in excel based systems and data manipulation
- Experience with business intelligence tools a plus.
- Demonstrated collaborative skills and ability to work well within a team

- Ability to prioritize, problem solve, plan and budget