



Job Title: Sales Assistant
Reports To: Sales Assistant Manager
Department: Sales and Marketing
Location: Corporate Office

We've grown to become the world's leader in producing, distributing and marketing fresh Hass avocados. As a vertically integrated company, our total focus is avocados. We provide customers all over the world with the complete package—year-round supply, global availability and value-added services.

Our partners are passionate and experienced growers from the most ideal avocado growing regions in the world. To supply customers with the world's finest avocados, we operate packing facilities in five countries and own nine regional ripening centers in North America. Our distribution centers and transportation capabilities ensure peak eating-quality avocados from the tree to the customer. And when it comes to food safety, we adhere to the Good Agricultural Practices (GAP) program and Good Harvesting Practices (GHP). We proudly share responsibility with our growers to ensure total satisfaction for our customers. We are a company that values Fun, Innovation, Reliability, Success, and Trustworthiness.

Job Summary

Works side-by-side with sales managers, buyers, and warehouse managers to ensure orders are accurately fulfilled to achieve Mission's sales and customer service goals. This position functions as a liaison to Production, Shipping, Allocation, Customers, Customer Service and Sales, as needed, to ensure compliance and execution of best practices.

Essential Duties & Responsibilities

- ❖ Answer customers' questions about products, prices, availability, product uses, and credit terms.
- ❖ Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.
- ❖ Assist in preparing sales budgets and reports, keeping sales records, and filing expense account reports.
- ❖ Update Sales Managers by consolidating, analyzing, and forwarding daily action summaries.
- ❖ Maintain customer database by inputting customer profile and updates; preparing and distributing monthly reports.
- ❖ Data entry for incoming orders.
- ❖ Manage e-mail communications for all orders.
- ❖ Complete daily reporting for logistics planning.
- ❖ Create and update billing profiles for all orders.
- ❖ Work closely with the accounting department to maintain and process customer payments

Competencies

To perform the job successfully, an individual should demonstrate the following:

- ❖ Analytical: Independently evaluate trends, explore areas of improvement, interpret data, and provide solutions.
- ❖ Organization: Prioritize during times of high stress or heavy workload.
- ❖ Problem Solving: Be skilled in problem resolution, data mining, teamwork, and objective reasoning.
- ❖ Teamwork: Balance team and individual responsibilities for group efficiencies. Exhibit objectivity and openness to others' views, able to work effectively with all levels of management to obtain team objectives.
- ❖ Motivation: Have a self-motivated desire to perform above and beyond the expected.
- ❖ Quality: Must demonstrate accuracy and a commitment to completing tasks correctly.
- ❖ Detail Oriented: Be detailed-oriented, focusing on data entry and analysis accuracy.

Minimum Qualifications & Requirements

- ❖ High School degree, or GED, required with 2 years of relevant experience
- ❖ Excellent communication and interpersonal skills
- ❖ Customer focused
- ❖ Strong analytical and troubleshooting skills
- ❖ Strong computer skills and proficiency in Microsoft Office
- ❖ Ability to prioritize a variety of tasks, in a fast-paced environment, and meet deadlines

Preferred Qualifications:

- ❖ Systems Knowledge (Itrade, AS400, Food Link, Retail Link, etc.)
- ❖ Bilingual (English/Spanish)