



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: SALES ASSISTANT
REPORTS TO: SALES ASSISTANT MANAGER
DEPARTMENT: SALES
LOCATION: OXNARD, CA

We've grown to become the global leader in producing, sourcing, distributing and marketing fresh Hass avocados. As a vertically integrated and public company, we are focused on avocados and mangos. We provide customers in over 25 countries with the complete package—year-round supply, global availability, and value-added services.

Our partners are passionate and experienced growers from the most ideal growing regions in the world. To supply customers with the world's finest, we operate packing facilities in five countries and own 12 regional ripening centers worldwide. Our distribution centers and transportation capabilities ensure peak eating-quality 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.

JOB SUMMARY

Works side-by-side with sales department, 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. The Sales Assistant is also responsible for evaluating inventory levels to ensure orders are filled on time, and as scheduled. Other responsibilities include but are not limited to assisting with qualifying new accounts, maintain order database, accounts receivable support, preparing samples, performing data entry, working directly with customers, assisting with inbound/outbound calls, and coordinating mailings which includes ordering, organizing, and maintaining documents.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Train on sales operating systems

- Become familiar with all sales processes to provide back up, support coverage, and provide ideas for improvement to sales team and management
- Audit sales support team's work to ensure accuracy and efficiency
- Train new Sales Assistants
- Work to improve sales efficiencies by reducing returns and write-offs for sales errors
- Cross train between Sales Assistants to ensure proper coverage within sales department
- Answer customers' questions about products, prices, availability, product uses, and credit terms
- Forecast reports to further develop forecast accuracy
- Update Sales Managers by consolidating, analyzing, and forwarding daily action summaries
- Maintain customer database by inputting customer profile and updates
- Prepare and distribute monthly reports
- Data entry for incoming orders
- Manage email communications for all orders
- Complete daily reporting for logistics planning
- Create and updating billing profiles for all orders
- Utilize syndicated data resources (IRI, Nielsen, and Retail Link) to assist sales team members
- Perform other duties as requested

MINIMUM QUALIFICATIONS & REQUIREMENTS

- Excellent verbal and written communication skills
- Excellent 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
- Ability to travel up to 3 to 4 times per year with an estimated of 2 to 3 weeks on the road per year
- Systems knowledge (I trade, Microsoft D365, Food Link, Retail Link, etc.) preferred
- College degree with at least 2 years of work experience preferred
- Bilingual (English/Spanish) preferred

