



E. & J. Gallo International

Position: **SALES COORDINATOR- ONTARIO, CANADA**

JOB SUMMARY

Under general supervision, provides diversified administrative and coordination assignments in support of the sales organization by administering programs, projects, and processes specific to department needs.

MANAGERIAL STRUCTURE

- Reporting to the Provincial Sales Manager - Ontario
- This position does not have direct reports.
- This position is a contract ending Jan 1st, 2025
- Hybrid working model – 3 days in office, 2 remotely

ESSENTIAL FUNCTIONS

- **Sales Support Responsibilities**
 - Prepares and distributes sales reports on a weekly and monthly basis / quarterly basis.
 - Manages and monitors the LCBO application and submission systems.
 - Assists with business reviews presentations and decks for internal and external customers.
 - Assists with maintaining promotional calendars.
 - Develops quarterly sales mailings with sales managers.
 - Provides general sales assistance to the sales team as required, including applications, promotional calendar maintenance, etc.
 - Provides data analysis and reporting to customers, including interpreting, and disseminating results to customers and helping identify business opportunities.
 - Supports analytic projects from inception through completion; prioritizes and manages multiple projects.
 - Champions the adopting of new technologies to better perform job functions and to support the customer base.
 - Assists with updating tracking reports.
 - Responsible for new item entries in budget and program database.
 - Shares the support of Eastern markets with call for tender applications.
 - Assists with managing the consignment channel responsibilities as needed (such as ordering products, arranging shipments, invoicing customers).
 - Must have valid G license and possess a vehicle.

- Picking up product samples and supplies from the storage unit.
 - Responsible for design & development of On-Premises POS (Tent Cards/Feature Cards etc.).
 - Manages Product Eligibilities and Exclusions.
 - Maintains email distribution list.
- **Administrative Responsibilities**
 - General office administrative duties:
 - Responsible for coordinating shipments for the office (Sales and Marketing related shipments, samples for board applications, media samples, etc.).
 - Responsible for managing office main phone as well as incoming/outgoing mail.
 - Files important documents, such as reports, meeting notes, emails, and letters.
 - Act as a point of contact for technology hardware related matters, such as issues with printers, projectors, etc.
 - Tracking laptops
 - Required to lift cases of wine up to 50 lbs.
 - Assisting with other tasks where necessary.
- **General Responsibilities**
 - Maintains satisfactory attendance, to include timeliness.
 - Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations.
 - This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

SUPERVISORY RESPONSIBILITIES

N/A

RESTRICTIONS

N/A

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High school diploma or GED from an accredited institution
- OR 4 years' sales, customer service, or administrative support experience reflecting increasing levels of responsibility.
- Computer skill requirements: MS Word, MS Excel, and MS PowerPoint.
- Skilled in proactively solving problems and communicating effectively.
- Has experience composing and formatting correspondence, business proposals and presentations.

PREFERRED QUALIFICATIONS

- Bachelor's degree
- Intermediate Excel skills, such as pivot tables and macros (VBA)
- Intermediate MS Office skills in MS Word and MS PowerPoint
- Experience in the alcohol beverage industry is an asset.
- Strong analytical skills and experience preparing sales reports and presentations.
- Good interpersonal skills to build relationships with stakeholders.
- Demonstrated proactive approach to problem-solving.
- Resourceful team-player, with the ability to be effective independently.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Experience working with all levels of management.
- Experience working independently and exercising confidentiality and sound judgment in making decisions.
- 1 – 2 years' experience composing and formatting correspondence, business proposals and presentations.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is frequently required to sit.

WORK ENVIRONMENT

- The noise level in the office is usually quiet.

E&J Gallo Winery is committed to providing Accessible Customer Service to people of all abilities while ensuring we respect the dignity and independence of each person.