

Sales Associate Jr.
Long Beach, CA (USA)

Post Date: 01/31/12	Company: The American Companies
Compensation:	Contact: Donna Maurice-Hoffman, Human Resources Manager
Job Type: Full Time	Phone:
Education: 4 year degree	Fax: 201-478-4687
Experience: Entry Level	Mailing Address:
Travel: 25%	
Reference:	

Company Profile:

The goal of The American Companies is to create unique partnerships that add value to the logistics process and to deliver a competitively priced program that exceeds our customers' expectations.

THE AMERICAN COMPANIES are proud to have one of the finest teams in the business. We have licensed brokers who have the savvy to review your product line and properly classify goods. We have hands-on knowledge of rules and regulations to facilitate customs clearance. Additionally, with personnel worldwide, we can represent your company to the manufacturer, giving you a direct line of communication with the supplier.

Job Description:

Sorry, Visa / sponsorship not available.

SALES ASSOCIATE - JR.Entry Level

Classification: Inside Sales - Position based in Long Beach, CA. -
JOB SUMMARY

This role is to assist in the growth and implementation of the national sales program and support continued sales activities. This will include direct involvement within marketing, pricing, special projects and customer service as it relates to the sales process and development.

CORE RESPONSIBILITIES

1. Create, update and maintain proper inventories of sales tools at each branch office
 - a. Marketing – office profiles, agent directory, inserts to brochure, promotions, etc.
 - b. Power Point Presentations as it relates to general marketing as well as specific and or major customer presentations
 - c. Spreadsheets or calculators (i.e. Landed Cost Calculator) that can be used as guides for internal / external staff and customers.
 - d. Promotional Items – identify, get quotations, order (with proper authorization) and maintain inventories as need be at each branch office
2. Support Pricing Process
 - a. Assist in collecting buy rates, carrier information, and service information for sales staff to prepare proposals
 - b. Assist in proposal preparation as requested directly from specific customers or on an as need basis by sales.
3. Account Qualification
 - a. Research, identify and share information with regards to potential prospects for sales solicitation
4. Sales
 - a. Develop and maintain a small volume of new business opportunities as a learning experience and incentive in accordance with the sales program and guidelines.
 - b. Assist as assigned, to manage key accounts for the organization in efforts to continue growing them as well as maintain a visible presence on behalf of the company, reporting all activities to key operations personnel and management.

PERIPHERAL SUPPORT

1. Assist Business Development – on as needed basis

2. Assist Carrier Management – on as needed basis
3. Assist Corporate Management – on as needed basis

Job Requirements:

Sales Administrator with a focus on freight pricing; able to read ocean contracts, air freight pricing and further assist sales with proposals and support functions.

Rate pricing is a primary requirement of this position.

Strong knowledge in Excel, Power Point and Access.

Experience in meeting and negotiating with steamship line/carriers, a plus.
