

# Shimano Canada LTD

**Position Title:** Sales Operations Coordinator  
**Location:** Peterborough, Ontario  
**Department:** Sales, Softgoods Division  
**Reports to:** Sales Manager

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## **Position overview:**

The Sales Operations Coordinator is responsible for the coordination and administration of tools, processes and events necessary to support the sales organization and selling process. This includes seasonal coordination of sales collateral (on-line, electronic and hard copy) and samples, reporting, inventory management, trade show coordination, meeting coordination and a variety of other sales administration functions to maximize effectiveness of the sales organization.

## **Essential Duties and Responsibilities:**

### **Sales Administration**

- System Maintenance; Pricing, costing and re-pricing
  - Perform necessary system maintenance and ensure appropriate costs are accurate (Inc. landed cost rules), and ensure system is up to date as needed.
- Sequel support
- Key Account Management
  - Manage Key Accounts from an order and shipping perspective (MEC)
- Tracking all booking orders and reporting weekly
  - Use existing tools and improve upon tracking and reporting on Rep booking status
- B2B administration.
  - Maintaining seasonality and online booking tools
- Coordination and management of salesman samples kits for run and cycling representatives
  - Orders placed with US team and Rep returns to PET
- Creation and maintenance of sales collateral and forms
  - Maintaining and distributing drop lists and line changes
  - Working with marketing to ensure online resources are up to date
  - Creates and maintains order forms, price lists and terms sheets
- Coordination of sales events and meetings
  - Assist where necessary with sales meetings and events
- Rep administration as needed
  - Ad hoc

### **Sales**

- Measuring ASAP sales to forecast
  - Help develop and maintain a PIA sales to forecast tracker
- Administer and roll out sales programs and related material
- Custom sales
  - Manage admin portion of custom orders and be main liaison between customers

## **Marketing**

- Tracking sales actions (Marketing) to forecast
- Responsible for coordination of all aspects of sales meetings annually
- Responsible for tradeshow coordination;
  - Preparation of samples – REPS, SALES MATERIALS, LOGISTICS
  - Manage booth details (content, layout, graphics and logistics). TEAM EFFORT WITH MARKETING
  - Coordinates sales collateral.
- Involvement in sales meetings

## **Inventory**

- Work with PI Planning and Shimano Planning on PET inventory (SPI)
  - Ensure PI/Shimano Planning has appropriate SPI to work from and that incoming shipments are in line with SCL expectations (SPI)
- Inventory Management
  - Assess inventory levels and report
- Incoming PO (Drop ship or transfer) management
  - Work with PI/Shimano Planning to track and ensure incoming shipments are correct and arriving in a timely fashion.
  - Weekly reporting
- Manage close outs and related sale initiative to sell through
- Sample inventory maintenance
  - All aspects of sample inventory being managed
  - Reporting as necessary

## **Skills and Experience Requirements:**

- Minimum of two years sales or customer service experience with background in sports apparel industry.
- Must be proficient in a Windows environment including intermediate/advanced Excel, Word, PowerPoint and Outlook. One year experience in JDE order management or comparable sales/accounting software.
- Must be highly organized and possess a high attention to detail. Strong written and verbal communication skills.
- Ability to multi-task and prioritize heavy workloads and have the flexibility to manage changing priorities and project work in addition to day-to-day responsibilities.
- Team player that is self motivated and works well independently or as part of a team that seeks opportunities to contribute to the overall success of the team.