

Sales & Customer Service Administrator

Responsible for the monitoring of assigned customer accounts and groups and the reconciling and processing of customer programs as agreed to by the company. Provide assistance to the Corporate accounts team while maintaining the management and coordination of programs, projects, document retention and business analysis related to the development of distributor and key group relationships.

Under the general supervision, this position reports to the VP of Marketing and provides the highest level of program support with an emphasis on analytical ability, understanding of customer dynamics, project management and an attitude of cooperation and willingness to help. This position is expected to provide support to the Director of Corporate Accounts and the Field Sales Teams and includes extensive interaction with the Sales, Marketing, Finance departments and extensive external contact with customers.

Your career path has many avenues available for your success. Are you looking to advance at a rate that matches your ambition and skill set? At Bunzl, we understand and want to invest in you. With our multi-career options, you'll not only be able to find the adventure you are looking for today, but can be confident that new opportunities will be there for advancement in your future.

At Bunzl, we know that our employees are our number one asset. We seek to recruit and retain the right people who are passionate about our business and we provide opportunities for our employees so that they may progress within our company based on their talents, experiences and, their aptitude.

Responsibilities:

- Provide high level customer service and sales support
- Work with and support outside sales reps
- Negotiate and quote pricing
- Enter orders into the computer system
- Arrange initial and final payments
- Sales responsibilities, including reaching out to existing and prospective customers
- Follow up on customer's orders to ensure on-time delivery

Requirements:

- Customer Service experience in the promotional products industry
- Ability to work in fast-paced team environment
- Good communication skills to understand the details of clients' deliveries and collaborate with team members to carry out duties and responsibilities
- Must be able to multi-task and work well in high-paced team-oriented environment
- Ability to act and operate independently with minimal daily direction from supervisor
- Must be proficient in MS Excel and Word
- Experienced with AS400 a plus, but not required
- Ability to work cooperatively and collaboratively with all employees to maximize performance

This is a full-time position with immediate start. Company offers excellent benefits package. Submit your cover letter and resume today for immediate consideration.

So, what are you waiting for? A new career awaits you with endless opportunities.

Bunzl is a global leader in the Cleaning & Hygiene, Food Processing, Grocery, Health Care, Non-Food Retail, and Safety industries. We have grown both organically and through acquisitions to sales in excess of \$10 billion. Bunzl North America is headquartered in St. Louis, Missouri. Bunzl North America owns and operates more than 100 warehouses and 400,000 plus suppliers, Bunzl is regarded as a leading supplier in North America.

Bunzl Distribution offers competitive salaries, a comfortable work environment, and a full range of benefits including a 401K with a company match.

Bunzl Distribution has a tradition of commitment to equal employment opportunities. It is the established policy to attract and retain the best qualified people without regard to race, color, religion, national origin, sex/gender (including pregnancy), sexual orientation, age, disability or veteran status as provided by law.