



# Nelson Wood Shims

500 N.W. 3rd Street • P.O. Box 395 • Cohasset, MN 55721 • (218) 328-6203 • Fax (218) 328-6205 • Email:  
info@shims.com

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**Job Title:** Sales Coordinator  
**Department:** Sales  
**Reports to:** Sales Manager  
**Employee Status:** Full-time

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## SUMMARY

Overall, the primary role of this position is to support the sales staff in whatever capacity is needed. Primary duties will be inside sales, administrative tasks, and trade show travels. More specifically, this position would involve a variety of functions with an approximate time allocation as follows:

40-45% - Sales Support  
40-45% - Administrative  
10-20% - Travels

## EDUCATION/EXPERIENCE

- High school Diploma or GED required
- Preference for 2-year college degree or more
- 2+ years of professional work experience
- Experience in sales/administrative duties
- Familiar with Excel, Word, and Power Point

## SALES: DUTIES/RESPONSIBILITIES

- Willingness to work or help on any task – no matter what it is
- Utilize Salesforce CRM program (Customer Relationship Management)
- Add on sales to current customer base
- Follow up/look for new customer
- Price out customers
- Issue price increases
- Assist in customer reviews
- Collect credit approval
- Coordinate show samples
- Coordinate sales meetings
- Perform customer reviews

Mission Statement: To produce a quality products at a fair price, delivered on time in a clean and safe workplace where people care about each other.



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- Assist with social media advertising

## **ADMINISTRATIVE ASSISTANT: DUTIES/RESPONSIBILITIES**

- Willingness to work or help on any task – no matter what it is
- Answer phones
- Coordinate travels
- Answer customer pricing discrepancies
- Review and process sales orders
- Broker freight and schedule deliveries with freight companies
- Process the invoices and coordinate orders on day of shipment as needed
- Lead new product setups or changes with current customers
- Assist with various tasks for maintaining vendor files and new vendor setup
- Create Power Point presentations for company meetings and customer reviews
- Be part of new packaging design and rollouts
- Create monthly / quarterly sales reports

## **TRAVELS: DUTIES/RESPONSIBILITIES**

- Setup and teardown trade shows
- Work trade shows
- Sales
- Store visits
- Product knowledge training
- Meet with buyers
- Meet with new customers

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