

Sales Support Coordinator

About Albea & the Product line that is recruiting

Albéa is a global leader in beauty, personal care, oral care, pharmaceutical and food packaging. Our site, Albea New York is our Sales Offices for North America.

Scope

- Responsible for business of CRP production line support

Main activities

- Timeline management: Weekly participates in project review with salesperson / PM and or plant to assure on time launches
- Maintain customer pipeline scorecard per brand to be reviewed with customer monthly
- Maintain project trackers
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each request
- Utilize company resources to develop a filing system that keeps all active sales files available digitally and in hard copy form
- Respond and take the lead on organizing the resources necessary to put together high-quality sales & Marketing presentations to the customer
- Ensure the inventory of custom sales presentation materials such as brochures and presentation folders is always up-to-date
- Act as the primary customer service contact for clients who have questions about their accounts or our products
- Support coordination of samples request by customer
- Lead the tooling refurbishment process for key customers
- Support revenue management process (sampling, OT, charges)
- Support price indexation updates
- Support Winforce updates as needed
- Attend customer visits both internal and external meetings upon request.
- Master the CRP product line, Albea processes and people
- Use and continually develop leadership skills
- Work to grow the role into a Junior Sales position

Accountability including KPIs

- Albea individual annual objectives
- KAM/GAM/SD internal customer satisfaction
- Customer feedback on responsiveness and communication skill
- Customer first choice when sales not available on new projects. Can make spot decisions for

salesperson where applicable.

Profile (Experience & qualifications)

Bachelor's Degree

- 0-5 years' experience in Sales coordination
- Packaging experience, or fast consumer goods experience is preferred Knowledge/Technical Skills required
- Good organization skills
- Good communication / presentation skills
- Rigorous
- Meet commitments
- Proficient in Microsoft Excel, Word and PowerPoint
- Bachelor's Degree
- 0-5 years' experience in Sales coordination
- Packaging experience, or fast consumer goods experience is preferred Knowledge/Technical Skills required
- Good organization skills
- Good communication / presentation skills
- Rigorous
- Meet commitments
- Proficient in Microsoft Excel, Word and PowerPoint
- Fluent in both written and verbal English / French-Spanish are a plus
- Win as One Team -Breaks silos. Actively supports and contributes to the success of other departments
- Engage & Act - Manages priorities, Acts at the right time and decisively. Engage & Act - Empowers and motivates others to operate
- Achieve Goals – Executes the strategy and operating agenda. Delivers excellent and sustainable results on time.
- Development potential: Sales Account Manager

FUNCTION

Sales - Marketing

LOCATION

New York, NY

APPLICATION EMAIL ADDRESS

jobs.new-york@albea-group.com

TYPE OF CONTRACT

Permanent

DESCRIPTION

Assist the sales team to answer global customer requests with Albea production sites and offices