

**SUMMERS MANUFACTURING COMPANY, INC.
POSITION DESCRIPTION**

POSITION TITLE: Sales & Marketing Coordinator
IMMEDIATE SUPERVISOR: Director of Sales and Marketing
SUPERVISION RESPONSIBILITIES: No

DEPARTMENT: Sales
FLSA: Non-Exempt

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Promote Summers Manufacturing Co., Inc. and its products by providing outstanding customer services to dealers. Coordinate the shipment of farm implement equipment after a sale is made. Coordinate on time shipments of equipment to all dealers and agricultural shows. Key various data into computer.

2. SPECIFIC JOB RESPONSIBILITIES:

- A. Take phone and e-mail orders for whole goods and parts.
- B. Help with the online portal for ordering parts, whole goods and verifying new users.
- C. Assist customers and outside sales with questions and pricing of equipment from catalogs.
- D. Coordinate shipment of dealer's orders with partner companies, company dispatcher and production departments.
- E. Monitor dealer inventories.
- F. Ensure all whole good orders have a signed PO and are put into ERP system upon receiving.
- G. Arrange and monitor transfer of sold equipment between dealerships.
- H. Revise catalog on a yearly basis.
- I. Keep track of all marketing materials and quantities and order more as required.
- J. Ensure proper registration, documents submitted, payments made for all farm shows
- K. Ensure timely delivery and set-up of show equipment to show sites.
- L. Check show materials in and out.
- M. Arrange and coordinate special events, projects and mailings
- N. On occasion travel for dealer events and trade shows.

- O. Maintain and report on marketing data to aid management in determining marketing direction.
- P. Support day-to-day sales and marketing operations.
- Q. Other duties as assigned

3. JOB SPECIFICATIONS:

A. Education/License/Certification Requirements

- 1. High School diploma or equivalent, required.
- 2. Valid North Dakota driver's license with a clean driving record, required.

B. Experience Requirements

- 1. Knowledge of Summers Manufacturing Co., Inc. products or general farming practices, required.
- 2. Two (2) years customer service experience, required.
- 3. Two (2) years sales experience, preferred.
- 4. Experience with spreadsheet and word-processing computer applications, required. Experience with Syspro, or other ERP (Enterprise Resource Planning) software, preferred.
- 5. Farm background, preferred.

C. Competencies

- 1. Accountability
- 2. Accuracy
- 3. Detail Oriented
- 4. Honesty/Integrity
- 5. Responsible

D. Physical Requirements

- 1. Ability to sit for long periods of time, up to six (6) hours per day, required.
- 2. Manual dexterity, required.

E. Lift and Carry Requirements

1. This position requires lifting and carrying boxes of paper and files, weighing up to 50 lbs. in the following situations:
 - a. Moving boxes of paper short distances from storage facilities to computer printers.
 - b. Moving files and boxes of files short distances from file cabinets to work area or storage facilities.

F. Equipment/Tools Requirements

1. Ability to utilize office machines such as, telephone, fax machine, photocopier, etc., required.

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- * Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- * Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- * Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- * Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

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JOB DESCRIPTION ACKNOWLEDGMENT

I acknowledge that I have received a copy of the updated job description for my position with Summers Manufacturing. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I understand that it is my responsibility to ask my supervisor or human resources for more clarification should I have any questions about my job duties and responsibilities or require a reasonable accommodation.

I understand, and have received a copy of my updated job description.

Signed: _____ *Date:* _____

Supervisor Signature

Date

Employee or Supervisor comments:

Return this form to Human Resources.