Sales & Pricing Support Coordinator

Reports To: Trade Marketing Manager
Supports: Sales & Trade Marketing Team
Hours: Full Time: Monday – Friday 8:30 – 5:00, occasional weekend/overnight work may be required.

Are you passionate about natural health products?
Is respect for others something you value above all else?
Do you want to be a part of a company that aims for excellence?
Do you love to collaborate as a team?

Purity life Health Products *LP* is Canada's leading distributor of natural health products. At Purity Life, we believe natural health products make a difference in peoples' lives.
Our vision is to be Canada's most valued natural health products distributor.

Our values are based on providing a safe workplace for our employees and conducting business based on **COMIT** - **collaboration, operational excellence, mutual respect, integrity, and transparency**.

MISSION
To provide support to our sales team

ACCOUNTABILITIES
- Complete new item listing forms as requested
- Acquire and enter data into retailer systems for new items, promotions, images etc.
- Assist with any administrative paperwork, forms, data gathering that is required for our retail partners and Purity Sales team
- Assist in creation and maintenance of pricing files in Purity Life's accounting software as directed by Purity Life sales team
- Assist in maintenance of GS1/ECCNet
- Create order forms as required and distribute to reps
- Fulfill rep orders/requests for samples
- Organize and pack weekly sales representative shipments
- Trade show support ie: arranging luncheons, dinners, printing show deals, making sure reps have all the tools needed for shows, assist with show setup and teardown
- Act as back up for Sales Operations and Event Specialist as well as Sales Coordinator
- Other duties as assigned

KEY COMPETENCIES
- Attention to detail
- Multi-tasking
- Prioritization
- Organization
- Integrity
- Initiative
- Teamwork

QUALIFICATIONS
- Computer skills – Microsoft Office fluent with excellent Excel skills
- EDI familiar
- Bilingual in French and English an advantage

To apply for this position, please forward applications to erin.macklin@puritylife.com by January 8, 2018.