

Sales Administrator

Classification: Full-time, exempt

Reports to: Data & Product Operations Manager

Department: Data & Product Operations

Supervises: N/A

Position Level: L1

Primary purpose of the job

This person will work within the Data & Product Operations Department to facilitate many of the back-end processes that keep the company running smoothly. By completing many of the administrative tasks required by the department, the Sales Administrator frees up our sales reps and provides them with tools to generate more sales.

Significant duties of this position include, but are not limited to, the following:

- Enters all non-EDI and non-B2B orders
- Enters all Artist and Label orders, submitting them to print as necessary; ensure they arrive by the due date required by the label; monitor tracking for any priority shipments (urgent stock/tour stock) to ensure timely arrival.
- Enters all International Sales/Transfer Orders
- Enters/Authorizes Return Authorization Requests and forwards Return Authorizations to Account & Sales Rep
- Sets up all international releases with Proper UK
- Handles all inventory and transactional tasks associated with Proper UK
- Handles EDI Administrative tasks:
 - Monitors inbound and outbound EDI document transmissions
 - Removes Deleted titles from EDI Cross Reference tables every month
 - Resolves open exceptions on EDI documents
 - Works closely with B2B Gateway to resolve technical issues
 - Ensures we are compliant with new EDI requirements when they arise
- Oversees and maintains Redeye's Amazon Vendor Central account. Specific tasks include:
 - Complete and submit ASNs (Advance Shipment Notifications) via Vendor Central (VC) on a daily basis or as needed.
 - Generate and submit RAs to VC on a weekly basis or as needed.
 - Add and update product info in VC as needed.
 - Update past due PO items in VC and Netsuite daily or as needed.
 - Close out old POs in Netsuite as needed.
 - Submit Amazon Support Cases in VC as needed
- Handles B2B Web Store Administrative tasks:
 - Sets up New Release Street Dates on B2B every SKU cycle
 - Runs Vinyl In-Stock reports and sends to Strategic Promotions Coordinator on Friday of each week
 - Updates the B2B links for Vinyl Report, Deals of the Week, and Alerts on a weekly basis
 - Updates B2B page Banners by request
 - Updates the B2B Catalog every two weeks (or as needed)
 - Handles all B2B Customer Service inquiries
- Contacts Priority Release Artists/Labels in advance of tour to check their stock needs
- Sets up Discounts in Netsuite by request
- Sets up new titles based on SKU ADDs for priority customers including AEC, Best Buy, & TWEC as needed
- Sets up new titles at Proper by request
- Runs Priority Report on Tuesday, and Thursday of each week
- Handles the closing/deletion of old Sales Orders and line items at the request of Sales Reps
- Perform additional duties as assigned by Data and Product Operations Manager.

Minimum education and skills

High school diploma or equivalent is required
Must have excellent oral and written communication skills
Must be detail-oriented
Must be proficient in Excel / data entry

Experience requirements

Must have a thorough understanding of computers and their functionality
Relevant prior job experience in EDI or Customer Service fields preferred, but not required.