

## Job description

Time for an exciting change? Do you want to work for an industry leader? Due to our tremendous growth, BE'S Refreshments, a franchise of Canteen and NE Wisconsin's premier refreshments company, is seeking a Merchandising Admin to join our team! This position will improve sales and reduce waste by analyzing sales data for our coffee, micro-market and vending accounts.

Hours: Monday-Friday, 1<sup>st</sup> shift, part-time or full-time

### A day in the life of our Merchandising Admin:

- ❑ Analyze sales data from our software systems to identify high and low-selling products for each individual and unique account and locations
- ❑ Process and communicate removal of low-selling product, addition of high-selling product and/or making room for new product introduction accordingly through our software systems
- ❑ Execute scheduled sales reviews of each individual account and location and adjust par levels and product capacities accordingly
- ❑ Communicate any and all changes to accordingly including but not limited to Route Managers, Micro-Market Manager, and Customer Advocate team
- ❑ Manage and direct inbound calls to our Customer Advocate department
- ❑ All other duties as assigned

### Career Essentials

- ❑ Ambitious
- ❑ Excellent Customer Service
- ❑ Problem-solving approach
- ❑ Great with technology

### Qualifications

- ❑ Must have exceptional computer skills - consistent utilization of technology and software systems including, but not limited to Microsoft Excel and Outlook
- ❑ Ability to sit and work on a computer for entirety of an 8-hour shift
- ❑ Expert and proven attention-to-detail skills
- ❑ High degree of honesty and integrity, able to productively work independently, and as a team

- Excellent verbal and written communication skills
- Willing and able to pass thorough pre-employment background and drug screening

We are an equal opportunity employer.