



**Executive
Electronics**
OF SOUTHWEST FLORIDA INC.™

Job title *Sales and Marketing Coordinator*

Reports to *EVP - Sales*

Benefits Full time, and is eligible for benefits - health insurance after 90 days, 401k after 1 year, vacation commensurate with company vacation policy.

Job purpose:

The sales and marketing coordinator is responsible for clerical, administrative, marketing materials, collateral and other duties to assist in the smooth operation of sales department. Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, data entry, creating spreadsheets and presentations, and filing. Responsible for providing attentive, courteous and efficient customer service to incoming calls and client visits to the office and showroom. To help sales representatives improve their productivity and time management to spend more time selling, thus leading to better customer satisfaction and achieving sales goals on a monthly basis through systematic sales reporting and metric analysis.

Key responsibilities and accountabilities, but are not limited to:

1. Maintain WeSuite/Sedona office job accounting import and setup; including all sales/operational notes, double checking for proper import of all dollar amounts, labor and task items – ensuring integrity of job set-up process.
2. Creating and processing blue files for distribution; along with processing liens for release and notice to owners (nto) within appropriate time frames.
3. Fielding all sales leads/calls that come into the company.
4. Maintain the WeOpp lead entry, distribution and

- tracking/follow up – ensuring integrity of sales set-up process.
5. Sales reporting of WeOpp dashboard, distribution and reports.
 6. Maintain marketing materials, builder packets, WeOpp billboard, website and social media to current technology and/or pricing.
 7. Assist with running sales meetings twice per week with EVP- Sales.
 8. Weekly benchmark and setting goals of collection amount to sales team for their accounts. Follow up on any outstanding balances that cannot be collected by 60 days by account managers.
 9. Accurate processing of change orders and sales reversals as needed; including materials.
 10. Work with the EVP and COO – Sales to ensure a timely billing process is followed by each account manager with respect to builder and/or homeowners processing deadlines.
 11. Read drawings and project plans; verify all blue prints with supervisor and/or account manager.
 12. Provide inside sales support to the department with change orders, schedule adjustments, permitting documentation, base estimating of security/fire/pool alarms/tv's and take off plans.
 13. Archiving electronic files for spec sheets, permits, plans, CAD drawings, etc. on server and in the cloud.
 14. Liaison between other departments and the client to provide the service most suitable to the client's needs, cost and time restraints.
 15. Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
 16. Handles permitting and monitoring agreement

- paperwork of all sales by the EVP – Sales.
17. Work with the COO and EVP – Sales to ensure a timely collection process is followed by each account manager, as well as ensuring timely payments by builders.
 18. Assist in development and implementation of new procedures and features to enhance the workflow of the department and improve sales strategies.
 19. Supports COO and EVP - Sales with special projects as needed.
 20. Report any job issues to COO and EVP - Sales.
 21. Work proactively and in a positive manner with all co-workers.
 22. Efficiently respond to any online or telephone queries in a calm and friendly manner by the end of each business day.
 23. Assist with sales and commission tracking/distribution with accounting manager and COO for timely processing.

Physical Demands:

In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. Must be able to effectively communicate, (i.e. see, hear, speak and write clearly) in order to communicate with employees and/or clients; manual dexterity required for frequent reaching, climbing, and lifting of moderate objects, and operating office equipment.

Employee Signature

Date

Supervisor Signature

Date