

**ConnectingChemistry**

Brenntag is the global market leader in full-line chemical distribution. Headquartered in Mülheim an der Ruhr, Germany, the company operates a global network with more than 530 locations in 74 countries. In 2015, the company, which has a global workforce of more than 14,000 employees, generated sales of EUR 10.3 billion (USD 11.5 billion).



Our team currently has an opening:

**Job Title:** Sales Support Administrator – Life Sciences (Fogelsville, PA)

**Team:** Brenntag Specialties, Inc.

**Reports to:** Sales Director, Life Sciences

**FLSA Status:**  Non-Exempt  Exempt

**Status:**  Full-time  Part-time

### Summary of Job Purpose and Function

The Sales Support Administrator is responsible for supporting and assisting the outside sales team in a designated region/territory. This role is responsible for providing sales support as well as maintaining and updating CRM sales related information including samples, opportunities, product variance comments, forecast notes, marketing intelligence, and call summaries. The Sales Support Administrator will also interact with customers. The main focus is to assist the sales team, so they can spend more time in front of customers.

### Essential Responsibilities and Tasks

- 1) Sales Support
  - a) Processes sample requests
  - b) Follows up on samples
  - c) Assists with key supplier focus programs or new product introductions (i.e. helps identify potential new customers and/or additional product introductions with existing customers)
  - d) Develops working knowledge of the top 10 customers for each sales person and assist the sales team in further development of those accounts
  - e) Assists with vendor requests
- 2) Data management, reporting, and analysis
  - a) Assists in tracking Special Pricing Requests (SPR)
  - b) Helps track and assists with the execution of sales growth plans
  - c) Assists with implementing an efficient and effective call report system in which the call report is dictated by the sales team if possible

d) Assists with Gross Profit (GP) percentage tracking the proactive correction of declining profits where possible (i.e. identifies and makes sales team aware of trends)

**Experience, Education and/or Training**

- Associate degree or higher preferred
- Minimum of two years of relevant experience

***Brenntag is an Equal Opportunity Employer***

*Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, protected veteran status, disability, or any other characteristic protected by law.*