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Talalay Global has an exciting new opportunity, located at our Corporate Headquarters in Shelton, CT. The Sales Operations Coordinator, reporting to the Vice President of Sales, will focus on building and maintaining the sales and sales operations processes for the North America Sales Organization with an emphasis on growing the JUVEA branded Brick & Mortar and Ecommerce businesses.

**Essential Duties and Responsibilities include the following:**

Support Vice President of Sales and Sales Representatives with all activities related to the administration of the Talalay Global sales organization in North America.

- Maintain the administration for each assigned account with special attention to item set ups, with emphasis on customer set up forms for Ecommerce Accounts
- Support the assigned Sales Representatives with existing and new accounts by focusing on sales development activities, including presentations, price quotations, samples and product sell sheets
- Complete all Price Approval forms for new and existing items
- Access ABW to retrieve real time data for all order and product related information
- Keep management informed by generating and distributing POS activity and maintaining historical records.
- Monitor competition by gathering retail store and online survey information on product, specifications, advertising and merchandising techniques
- Assist in showroom set up and prepare for account meetings
- Address retailer/product/service related issues by investigating problems; developing solutions; and making recommendations to management
- Maintain professional and technical knowledge of all products within category expertise. Work inside and outside organization to learn all areas of the business, including Product Development, Customer Service, and Warehouse.

**Skills and Requirements:**

- Bachelor's degree in a related field
- Related work experience of 2-3 years; retail and merchandising experience a plus
- Exceptional Customer Service skills
- Self-confident; ability to work well both individually and as part of a team
- Excellent communication, presentation and selling skills
- Strong technology skills, including Excel and database expertise

**Benefits:**

Talalay global recognizes that talented people are attracted to companies that provide competitive pay, comprehensive benefits packages and outstanding advancement opportunities. For this reason, we offer a Comprehensive Benefit Plan that includes the following:

- Medical and Dental coverage
- Vision care coverage
- Disability insurance
- Employee life insurance
- Flexible spending accounts
- 401K and company paid pension plan
- Paid time off

Talalay Global is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.