



Job Posting: Inside Sales Coordinator

Job Summary

This position leads all sales support efforts at Van Holten's. As an essential part of our sales team you will help identify trends and opportunities, create effective presentations, complete customer paperwork, and ensure we have a well-planned and impactful presence at industry events. The coordinator is the go to person for the outside sales team and is the in-office liaison between the sales and accounting departments. The right candidate needs to be proficient with spreadsheets and comfortable with numbers.

This position is our hub for information on current sales, products, costs, customer programs, and any information relevant to the sales process. To be effective the coordinator needs to display proactive follow up, be detail oriented, and have great organization skills. This will allow us to meet the needs and demands of our growing customer base, including many of the nation's top retailers.

As a small company, we need employees who are comfortable wearing multiple hats. The coordinator will, at times, need to back up other key office personnel. This includes answering phones, working in the warehouse to send samples, and entering orders. The coordinator will also assist the VP of Sales on special projects, ranging from new product development to social media efforts.

Requirements for the Position

- Strong proficiency in MS Word, Excel, and Outlook
- Highly organized
- Great attention to detail
- Superb follow up
- Quick to react to opportunity and flexible to many communication styles
- Associate's Degree or above, and/or equivalent work experience
- Minimal travel to trade shows (less than 5% of time)

Helpful, but Not Required

- Proficiency in Microsoft Great Plains & Microsoft Power BI
- Candidates with food industry or consumer goods experience will stand out
- Customers service experience
- Office management or coordination experience

Compensation & Benefits

This is a salaried position with bonus potential. Salary will be commensurate with the experience of the candidate. Van Holten's offers medical insurance, vacation time, flex PTO days, 401k (no matching) and other benefits at group rates. The office dress code is casual and we offer every other Friday as a ½ day.

About Van Holten's

We are serious about our results but not about ourselves. We are a family owned food manufacturer with 74 employees, located 25 minutes east of Madison. We are the maker, marketer, and inventor of the Pickle-In-A-Pouch, VH Pickleback, and Pickle-Ice. As we grow, we are committed to preserving our culture, which is focused on mutual respect, encouraging a positive work life balance for our associates, and creating an atmosphere that makes people proud to work here.

Interested parties should send their resume to ericg@vanholtenpickles.com