

Inside Sales Coordinator

JOB OPPORTUNITY

Date Posted	<u>10/22/25</u>	Date Taken Down	<u>10/24/2025</u>
Department	<u>Sales</u>	No. of Openings	<u>1</u>
Classification	<u>Sales</u>	Pay Range	<u>Depending on Experience</u>

Duties

The Sales Admin / Coordinator provides support in various Sales functions. Position will perform other tasks and duties as required to assist others in the department.

Sales Support

- Assist dealers with production questions, as needed
- Request invoice approvals from floorplan companies
- Send Proforma to dealers who pay by wire/cash and request payment
- Process Retail Incentives, Discounts, Credits as needed
- Assist in consolidating dealer metrics
- Provide BDM support/assistance as requested
- Assist with setting up events and sending out invitations

Production Scheduling

- Make changes to production schedule, as instructed by Director of Manufacturing
- Communicate changes to applicable departments along the production line
- Schedule orders for boats and trailers

Requirements

Must possess a High School Diploma with a minimum of three (3) years office experience or that of an equivalent position; Bachelor's Degree is preferred. Must have excellent communication, spelling, and grammar skills. Individual must be personable and able to interact with public in a professional manner and have above average computer skills; must be proficient with Word, Excel & PowerPoint. Experience in coordinating travel including the ability to track expenses, submissions and reimbursements. Must possess analytical skills. Must be alert to changes in technology that may allow more efficient ways of performing tasks. Ability to stay organized and multitask in fast pace environment with deadlines.