

TOMY International, Inc.

POSITION DESCRIPTION

JOB TITLE: Sales Assistant / Coordinator
EFFECTIVE DATE: October 2016
DEPARTMENT: Sales
REPORTS TO: VP Sales

OVERALL SUMMARY: The primary responsibility of this position is the implementation of an effective process for monitoring on line advertising prices of our products. Candidate will utilize available reports to identify and notify violators of our pricing policies. Candidate will track all violators and will report repeat violators to the VP of Sales to determine if TOMY product should continue to be sold to these violators. Position requires superior administrative skills, knowledge of company products and pricing policies, and strong organizational skills. Once an effective process for controlling online pricing violations is established, candidate will continue to monitor weekly reports to keep violators at a minimum. Candidate will also assist with other sales administrative tasks as requested by VP of Sales.

EDUCATION: Associates degree in Business Administration or equivalent preferred.

EXPERIENCE: Minimum of 1 - 2 years of previous experience in customer service and administrative support preferred.

SKILLS REQUIREMENTS: Excellent organizational, written and verbal communication skills. Must be proficient in Microsoft Excel.

PRIMARY RESPONSIBILITIES:

- Manage the tracking of online violations of TOMY's pricing policies
 - Increase efficiency of current tracking system by evaluating what items and customers should be targeted. Will work with product teams to determine these items and target customers.
 - Analyze weekly tracking reports to identify violators.
 - Notify violators of their violations via e-mail or phone calls.
 - Monitor violators to ensure correct pricing after being notified.
- Work to reduce amount of counterfeit products listed online. Evaluate and make any changes to the current procedure to make effective as possible.
- Assist in other administrative sales tasks as requested by VP of Sales. Such tasks might include:
 - Helping various sales regions with mailings, e-mail blasts, or other ways to promote TOMY products.
 - Provide administrative support to sales reps when they are planning internal and customer meetings.
 - Additional sales support functions as needed.

We offer a competitive salary and benefits package. If interested and qualified, please submit your resume and cover letter, with salary requirement, to hr@tomy.com.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities and qualifications of employees assigned to this classification.