



Job Title: Sales Coordinator
Reports To: Sales Operations Leader
Status: Full-Time, Non-Exempt

Department: Sales
Effective Date: April 2026
Location: Eden Prairie, MN (Onsite)

Summary:

The sales coordinator will provide reporting, maintain customer account information in our database, and provide general support to the sales and marketing team.

Essential Functions:

- Responsible for modeling our core values.
- Organize and coordinate team communications, sales meetings, trade shows, and other events.
- Compile sales data and materials for business reviews.
- Set up and maintain standard automated reporting.
- Create and maintain cost savings, sales, territory, and other recurring performance reports, typically on a daily and/or weekly basis.
- Generate and deliver custom reports for customers as needed.
- Enter, track, and report on sales leads and pipeline activity in the CRM system.
- Maintain and manage database to ensure data accuracy and integrity.
- Manage marketing materials.
- Coordinate travel arrangements for all employees.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Competencies:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks, manage time, and a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Excel and the Microsoft Office Suite.
- Familiarity with Proton.AI, Infor, supplyFORCE, and Phocas a plus.

Education and Experience:

- Associate's degree in business, sales, or related field preferred.
- At least two years' administrative assistant experience in a sales and distribution environment preferred.

Work Environment:

- No supervisory duties.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Travel Required:

- None

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Replenex is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.



Replenex is a Beyond the Yellow Ribbon Company. We support active-duty military, veterans, and military connected employees and the military community-at-large.