



Job Description  
10/11/2011

Job Title: Sales Assistant  
Reports to: Sales Operations Manager

Department: Sales

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At OluKai, we build premium products for the ocean lifestyle. Our footwear is created using the highest quality materials and crafted into beautiful, functional and incredibly comfortable designs that reflect the spirit of the ocean lifestyle we all enjoy.

We are committed to creating quality products for our customers while leaving the smallest footprint possible on the planet. Our company philosophy is to be environmentally responsible as manufacturers and to pledge OluKai to actively support and work for a clean environment and a better quality of life.

Our customers and staff embody the connection that exists between people and the ocean, it is our Culture. We want to build a team of individuals who embrace this culture, and have a passion for providing premium products and service to our customers. OluKai is currently recruiting for a Sales Assistant to join our team.

**Responsibilities:**

- Assist with distribution of sales tools including but not limited to sales samples, catalogs and promo orders.
- Consolidate market analysis spreadsheets (hot sheets) that include: Market analysis on trends, competitions, price points and gender.
- Assist with coordination of product trainings, trunk shows, clinics.
- Set up and track sales contests with the sales reps.
- Assist the National Sales Coordinator with planning and logistics of the bi-annual National Sales Meetings.
- Coordinate travel and accommodations for the department
- Meet, greet and assist walk in customers/vendors/tradeshow guests
- Answer, screen, route phone calls and voicemails, update department calendar
- Administrative responsibilities, including organization, booking travel for department managers, filing, expense reports duties

**Experience:**

- 2 years experience as a Sales Assistant or Administrative Assistant
- Experience in all facets of administrative support including creating calendar schedules and appointment, updating and generating reports, coordinating projects, maintaining records, prioritizing assignments, providing a clean work environment and assisting with personal errands.
- Strong intermediate to advanced skills on Word, Outlook, Excel and PowerPoint are necessary. Knowledge of Full Circle helpful.
- Ability to maintain effective working relationships with peers and superiors
- Demonstrated ability to handle project diversity with enthusiasm and creativity
- To be considered for this position you must have the following qualities: ability to maintain a high level of confidentiality; strong interpersonal skills; highly organized; detailed oriented; professional and friendly demeanor; team player; able to prioritize a heavy workload

We offer a competitive benefit and compensation package, including: Medical, Vision, Dental, 401K, paid vacation, paid holidays, generous product discount, Surf Wednesdays, very casual (yet professional) work environment. OluKai is an EOE