

FINDAWAY WORLD

Welcome to Findaway World - an exciting, entrepreneurial company located in Solon, Ohio. We've had the privilege of being recognized in the Weatherhead 100 as the third fastest growing company in Northeast Ohio, NorthCoast 99 "Best Places to Work" with a distinction award for "Passion" and on the *Plain Dealer's* Top Workplaces list. Findaway World is the creator of Playaway® and Playaway View® (www.playaway.com) the first-ever, pre-loaded, self-playing digital media players.

If you are a dynamic, organized, creative and vibrant person, we want to meet you. Our corporate culture has been built on seven core values:

- Take Responsibility & Give Respect
- Exceed Expectations
- Do What's Right
- Embrace Change
- Pursue Growth
- Work with Passion
- Find a Way

Findaway World
31999 Aurora Road
Solon, Ohio 44139

☎ 877-893-0808

📠 440-893-0809

findawayworld.com

If this type of open, flexible and challenging work environment appeals to you, we encourage you to apply for the position of **Sales Administrator**.

JOB DESCRIPTION

Findaway World is looking for a Sales Administrator to join our energetic team. You will be working with/supporting our Findaway Direct Sales Team . Findaway is a young, profitable company in NE Ohio with a Silicon Valley feel. We value our team and encourage creativity and ownership. If you are looking for an exciting opportunity and don't mind working hard and having fun you need to apply.

RESPONSIBILITIES



- Provide administrative support to the entire Sales team.
- Manage NetSuite business system -- order and data entry for all customers, including vendor & product set-up, purchase order input, order tracking, sales reporting, and other business critical information.
- Provide first line of inbound customer service support, including answering phones, managing automated e-mail responses, and any other customer service responsibilities.
- Act as "executorial arm" for the Sales team by handling day to day customer activity and sales driven requests (and fires) that naturally occur such as product samples, pricing requests, and ISBN/UPC changes, etc.
- Manage & maintain all customer and consumer databases.
- Manage inventory & distribution of sample units.
- Complete and submit necessary forms for title/product updates and/or changes.
- Customer key contact for any title/product information and/or specifications. Also responsible for notifying customers of any changes to title/product specifications.
- Production of customer review binders used during presentations. This includes:
 - Completion of customer new product forms and any other required documents.
 - Formatting of sales reports.
 - Coordination of samples for customer presentations.
- Fulfill image requests per customers' requests.
- Proofing of customers title pages, including UPC/ISBN, wholesale cost, margins, and MSRP.

REQUIREMENTS

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- Associate degree in Business Administration with an emphasis on Sales & Marketing
- Must be very detail oriented with strong organizational skills. Able to manage high volume workloads and changing priorities.
- Friendly and professional team player with excellent written and verbal communication skills. Ability to succeed with little supervision
- Proficient in Microsoft Office applications including Word, PowerPoint, Excel and Outlook.
- Must be self-assured, tactful and supportive. Dedicated, with good time management skills and the ability to meet deadlines
- Self-directed and motivated with sound judgment.
- Ability to bridge between Sales, Marketing, and Customer Service needs. Cohesively work with all functions of Findaway World to drive the customer's business.
- Demonstrated project management skills, with strong analytical, communication, and problem solving skills.
- Strong commitment to the highest standards of personal and professional integrity.
- Strong desire to work with data management and have the ability to manipulate data via Excel

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Think you've got the stuff? We're looking forward to meeting with you and hearing about what makes you great. Please send your resume to hr_resumes@findawayworld.com.