

**Position Title:** Sales & Marketing Manager  
**Classification:** Exempt  
**Department:** Sales  
**Reports To:** Vice President of Sales  
**Date:** April 26, 2024



FULFILLMENT | KITTING | ASSEMBLY

### **KSP Fulfillment**

KSP Fulfillment is a culture driven organization which places a high level of trust in our employees. Our operational processes are formed around our core values of integrity, respect, team empowerment, collaboration, continuous improvement, and quality. Each KSP employee is focused on achieving our company vision and *Doing the Right Things* for our customers.

### **Position Summary**

The Sales & Marketing Manager will be responsible for driving the company's success through identifying prospective clients, new business development, forecasting growth opportunities, and driving marketing initiatives based on organizational goals. The ideal candidate should be someone that is highly motivated, self-sufficient, and eager to contribute to a highly successful team promoting continuous growth year after year.

### **Essential Functions**

- Adhere to the Core Values of KSP Fulfillment
- Source prospective sales, leads and clients through referrals, networking, social media, internet research, and meetings
- Qualify leads and scope new engagements
- Prepare proposals and RFP responses based on customer needs.
- Responsible for understanding all operational processes to ensure quality services and appropriate expectations are set with prospective customer base.
- Responsible for management & engagement of social media platforms & trade shows/events.
- Understand program costs vs. revenue to support both quality & efficiency goals.
- Support and maintain all corporate quality standards, policies, procedures, and work instructions as outlined in the company process documentation
- Understand impact of workflow on warehouse productivity
- Regular and punctual attendance
- Respectful and non-threatening treatment of others
- All other duties as assigned

### **Position Requirements**

- Bachelor's degree preferred or, in lieu of degree, 3- years of sales and marketing experience.
- Strong (verbal and written) communication skills with an ability to build relationships
- Excellent listening, negotiation, presentation and follow up abilities
- The ability to self-manage, prioritize initiatives and work well in a team environment
- Highly organized with a high level of attention to detail
- Work cross-functionally in a fast-paced environment
- Ability to effectively communicate and provide feedback with both internal resources and external customers.
- Computer skills, including intermediate level MS Excel, ERP/WMS/OMS/TMS, EDI, data analytics & reporting
- Excellent math, reading, communication, and problem-solving skills