



Sales Coordinator

Department: Sales & Marketing

Reports To: CEO

Summary

Tucker-Davis Technologies (TDT) designs, manufactures and sells highly innovative instrumentation to the neuroscience research market. TDT products are utilized in exciting experiments in university, government and private labs all around the world. TDT specializes in electrophysiology and complex signal processing across a wide range of neuroscience applications.

The TDT Sales and Marketing team communicates regularly with customer labs around the globe, travels for equipment demonstrations, exhibits at neuroscience conferences, supports educational workshops and more. The Sales Coordinator is primarily responsible for supporting the sales team by coordinating travel, planning events and tradeshows, and ensuring that all equipment and marketing materials are shipped where they need to be when they need to be there. Successful candidates will be highly organized professionals capable of good communication and tracking many simultaneous details in an exciting and fast-paced work environment.

Essential Duties & Responsibilities

Detailed below are duties and responsibilities of position, other duties may be assigned.

- Plan and execute logistics for sales demonstrations, training visits, tradeshows and other events.
- Coordinate travel arrangements for customer visits, tradeshows and other meetings.
- Maintain the inventory of demonstration equipment and marketing materials.
- Organize and prepare shipping of all demonstration equipment and marketing materials.
- Aid marketing staff in creating and updating promotional materials.
- Perform other sales administrative functions, as assigned by supervisor.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be highly organized, detail-oriented and self-motivated.
- Excellent verbal and written communication skills, required.
- Strong computer skills with knowledge of Microsoft Office applications, required.
- Knowledge of international shipping methods and customs, preferred.
- Team player with a healthy sense of humor, strongly preferred.



Education and/or Experience

Bachelor's or AA degree preferred in business or a related field. One to two years related experience and/or training; or equivalent combination of education and experience. Work experience in a professional environment is highly desired.

Language Skills

Excellent verbal and written communication skills. Ability to effectively coordinate activity amongst the department and present information to management and other departments.

Mathematical Skills

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Reasoning Ability

Excellent problem solving skills required. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with abstract and concrete variables.

Certificates, Licenses, Registrations

Valid Driver's license.

Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. TDT is a nonsmoking environment.