



Job Description Sales Coordinator

Apricot Lane Farms is a 234-acre farm integrated within a reawakened ecosystem. With a team that makes the seemingly impossible possible, the farm regeneratively grows more than 200 varieties of fruits and vegetables, and raises sheep, cows, pigs, chickens and ducks with care and respect, while working in harmony (or a comfortable level of disharmony) within a dynamic ecosystem. This position's primary responsibility is supporting the sales day-to-day operations and will report directly to the Sales Manager. Duties will include but are not limited to: comparing sales materials, tracking leads, providing customer support, warehouse transfers, and invoices.

RESPONSIBILITIES

- Assist in day-to-day sales order processing tasks ensuring that all orders are properly entered into the sales system. Including but not limited to: order intake, order creation, invoices, BOLs, follow-up on payment status, etc.
- Set up new clients in the sales system and notify appropriate internal teams.
- Follow-up on new leads and send samples as needed.
- Run/submit weekly and monthly reports internally and externally.
- Develop and maintain strong client relationships through regular communication and proactive outreach.
- Successfully resolve client complaints and escalate issues to relevant teams, ensuring timely resolution and client satisfaction.
- Coordinate inbound and outbound logistics with internal team for orders and warehouse transfers.
- Assist with coordinating paperwork and signatures as needed.
- Communicate effectively with internal teams regarding inventory, availability, quality, orders, changes, etc.
- Update customer availability weekly list, and work with marketing and sales manager about potential customer events.
- Work with sales manager on pricing and client contracts.
- Partner with accounting to address customer billing inquiries and provide daily invoicing support for the office.
- Assist other departments as needed, especially packhouse and finance teams.

QUALIFICATIONS & SKILLS

- High school diploma or GED required; bachelor's degree preferred.
- 1+ years of sales experience, customer service, and/or agriculture.
- Proficient in all Microsoft Office applications.
- Proficient in all Google Workspace applications.
- The ability to multitask and problem solve.
- Strong negotiation skills.
- Effective communication skills.
- Be comfortable working in a fast-paced environment with the ability to handle and prioritize multiple tasks, be organized, and have solid time management skills.
- Ability to lift a minimum of 50 pounds.

COMPENSATION + BENEFITS

- Pay starts at \$24-28/hr
- Health Benefits (Medical, Dental, Vision, Flexible Spending Account)
- 401K with employer matching
- Paid sick + vacation
- 10 paid holidays annually
- Employee discount