



# MILLENNIUM<sup>®</sup>

Our vision supplies yours™

## Millennium Sales Coordinator

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### **Focus:**

Enhance the Millennium Client Experience.

### **Reporting To:**

## Territory Market Manager

### **5 accountabilities:**

#### **Work with Inside/Outside sales reps to quote opportunities**

1. Build quotes in NetSuite, day to day and project quotes
2. Work with vendors to get expected lead times
3. Work with purchasing on pricing for large project opportunities

#### **Source materials and verify lead times**

1. Create Dropship Purchase orders and verify estimated ship dates
2. Create Special Order Purchase orders and verify estimated ship dates
3. Fulfill Dropship Purchase Orders and confirm shipment
4. Create Transfer Orders when sourcing materials from other stocking locations

#### **Enhance the Client Experience through Direct Communication**

1. Work with inside/outside sales reps to find solutions when potential issues arise
2. Communicate solutions with clients
3. Communicate estimated ship dates on Special Order/Drop Ship Purchase Orders (Expectation already set with stock items)
4. Work with client on project deadlines to ensure product arrives on time
5. Update Tracking #'s for clients to track shipments
6. Offer creative shipping/logistic solutions

#### **Vendor Relationship Management**

1. Engage PVP and SVP suppliers when opportunities arise
2. Offer feedback on pricing when needed
3. Register for Project Pricing or ask for protection if we bring a project to a vendor
4. Focus on fostering your relationships with PVP's and SVP's

#### **Achieve Quarterly Sales/Margin/GP% Goals**

1. Work with Sales Reps to ensure quotes are being followed up on and/or closed out regularly
2. Quarterly sales goals and margin goals will be determined each quarter by Market Manager
3. Quarterly Gross Profit (GP) % goals will be determined each quarter by Market Manager

**Daily:**

- Research, build, and provide quotes to the sales rep, from Netsuite, based upon the Quote Request tasked.
- Manage Daily Report with 90% completion.
- Status “new” sales orders within 24 hours.
- Create DROPSHIP fulfillment within 24 hours of shipping.
- Ensure ship dates are accurate and within the lead time provided.
- Fluidly and personally communicate with clients regarding their orders.

**Weekly:**

- Prepare and actively participate in market Level 10 meetings
- Prepare and actively participate in market Sales meetings
- Process 100% of quotes requested
- Grant access to all new clients to the Client Portal
- Review/follow up on open quotes

**Monthly:**

- Review open quotes with sales. Close or Flip.
- Review any fulfillment in “PACKED” status with the warehouse.  
Mark SHIPPED or delete.