



Nothing wasted. Everything gained.™

Sales Associate / Ecommerce Analyst - Available immediately

Job Description

As the Sales Associate / Ecommerce Analyst position, you will help propel our growth. At the core of the Sales Associate side of the role is supporting our sales team in essential operational tasks to serve customers. You'll have your finger on the pulse of our business. On the Ecommerce Analyst side of the role, your scope will encompass our B2C and B2B sites, and online accounts like Amazon.com. The analyst will manage the back end of the ecommerce sites and utilize marketing tools to increase sales. We seek an analytical mind that looks forward to slicing and dicing data to reveal insights about how we can best serve and grow our customers. Initially this role will support the team involved in serving these channels, but will have the opportunity to increasingly add responsibilities and ultimately lead the management of these channels.

The primary responsibilities of this position are:

- General management
 - Collaborate with the CEO and COO to assess and prioritize new channels and business development opportunities.
 - Create a monthly executive summary including channel sales performance and identification of specific account challenges and successes.
- Sales Associate
 - Review and enter orders
 - Respond to inbound inquiries from retail accounts and consumers
 - Interact with our third party fulfillment house to do business planning and issue resolution
 - Support the needs of our sales representative team (e.g., track and send out samples)
 - Attend to administrative elements of sales (e.g., fill out new item submission forms)
 - Generate and analyze sales reports
 - Attend trade shows
- Ecommerce Analyst
 - Become the expert in the ecommerce landscape
 - Maintain and build our ecommerce platform
 - Serve as team member assisting launch of new B2B web store
 - Develop reports to analyze the channels
 - Engage the marketing team to create campaigns (e.g., Google AdWords) to propel sales
 - Forge the strategy and implementation plan to build the business long term

Qualifications

- An interest in diving deep into a sales role.
- Excellent interpersonal and communication skills.
- Excellent analytical and organizational skills.
- Proven ability to establish and accomplish goals.
- Diligent follow-up and record-keeping abilities.
- Strong aptitude for learning and getting the most out of software programs. In your cover letter please detail relevant experiences with these types of software:
 - Ecommerce software (e.g., Magento)
 - Email marketing services (e.g., MailChimp)
 - MS Office Suite (including strong spreadsheet skills)
 - Accounting software (e.g., QuickBooks)

Culture

The people we would like to work with are:

- Team players with positive can-do attitudes who are interested in a small company atmosphere and are able to thrive in a resource-constrained environment
- Self-motivated and energetic, with an ability to work well under pressure.
- Committed to the environment and socially responsible business
- Passionate about the Preserve brand and working towards our goal of bringing Preserve products and mission to millions of new households

Compensation

This is a full time salaried position with benefits including 50% of healthcare insurance and policies to support quality of life (e.g., paid community service days, generous holiday schedule, access to public transportation). The salary is commensurate with experience for an Associate level role (typically someone in the first 5 years of their career). More qualified candidates are encouraged to apply and may be eligible for performance-based compensation (though should be aware that the base salary available is for the Associate level).

Application

To apply for the position, please send a resume and cover letter detailing why you are fit for this role (please include your first and last name in each document's file name e.g., Jane.Smith.resume.pdf and Jane.Smith.cover.doc) to hr@preserveproducts.com with "Sales Associate" as the subject of the email. No phone calls please. We will do our best to e-mail a reply within a week to confirm that your application has been received.

About Preserve

Preserve (www.preserveproducts.com) is the leading producer of stylish 100% recycled household products. Preserve turns yogurt cups into toothbrushes and take-out containers into cutting boards. Through innovations in recycling, environmentally responsible materials, and sustainable design, Preserve has been finding more resourceful ways to make everyday products for the kitchen, table, and bathroom since 1996. The company is powered by the recycling efforts of individuals and companies via its Preserve Gimme 5 program. This program accepts #5 plastics that most US municipalities do not recycle—such as yogurt cups and other common household containers—transforming them into new Preserve products. All recycling and manufacturing is done in the USA. Preserve empowers people to make everyday choices that are better for the earth while offering real solutions without compromise. Preserve products can be found at forward-thinking retailers like Whole Foods Market, Target, and a variety of grocery and natural food stores. Preserve is also a certified B Corp - a new type of corporation which uses the power of business to solve social and environmental problems (www.bcorporation.net).

Preserve is located in Waltham, MA and is easily accessible from public transportation.

