



JOB TITLE Sales Rewards Coordinator
REPORTS TO Director of Sales

PURPOSE/SCOPE Manage the Promise+ Rewards program. Provide sales support to the Sales team and dealers, serving as a technical resource of Customer Relationship Management tools.

RESPONSIBILITIES

1. **Promise+ Program Administration**
 - Maintain all Promise+ orders to ensure accuracy
 - Maintain and grow all Promise+ Rewards vendor relationships, create orders, and manage deliveries
 - Track Promise+ agreements to verify completion
 - Annually track results on effectiveness of the program (i.e. customer, rewards, units, etc.)
2. **Sales Support**
 - Handle requests and queries appropriately for sales team
 - Support other departments with projects when needed
 - Assist marketing in prospect and customer campaigns in CRM
 - Assist with the development, implementation, and tracking of business plans
 - Assist in the execution of events such as field days, crop clinics, educational meetings, etc.
 - Monitor and report on the effectiveness of marketing and sales programs
 - Assist in dealer events such as Dealer Kickoff, Dealer Training, etc.
 - Serves as dealer contact for business practices and portal
3. **Sales Software Administration (CRM, Power BI, Business Central, Dealer Portal)**
 - Serve as a liaison and user expert resource for sales software for sales department
 - Maintain order data and report accuracy
 - Troubleshoot errors and work with IT department
 - Perform ongoing and year-end maintenance on CRM database
 - Pull data requests as needed
4. Perform other duties as assigned

EDUCATION/TRAINING REQUIRED

- 2-year Degree or Equivalent work experience

EXPERIENCE REQUIRED

- CRM
- All Microsoft Suite programs
- Proven Customer Service Experience

SUCCESSFUL CANDIDATE WILL POSSESS:

- Excellent analysis skills
- Strong written and oral communication skills
- The ability to demonstrate through action, Peterson's Core Tenets:
 - Integrity
 - Team Contribution
 - Excellence
 - Positive Attitude