



**Posting Date:** January 14, 2019

**Position:** Sales Process Manager

**Department:** Sales Administration

**Reports To:** TBD

**Summary:** D.G. Yuengling & Son, Inc. is looking for a Sales Process Manager to join America's Oldest Brewery. Based in Pottsville, PA, this person will primarily be responsible for managing and supporting the sales administration team and supporting business development. Sales administration works closely with the field sales team, national accounts and our distributor partners. This person will manage and oversee processing of sales expense reports, distributor bills and wholesaler expenditures, including National Marketing Commitment spending and distributor and sales' budgets. The role will work with accounting to monitor receipt of payments for sales and marketing invoices as well as work with the sales team to assist with preparing and monitoring annual budgets and spending. Budget Management of sales and distributors will be a priority for the role, as well as the ability to understand current tracking procedures and initiate process improvements. This position will lead sales administration's responsibilities to support the sales team and strategies as designated by the VP of Sales. Business Development support involves contracts and compliance among other aspects. Ideal candidates should have 1-3 years prior experience with a Bachelor's degree and must be a team player. Strong interpersonal skills with attention to detail, discretion, accuracy, and follow through is required as well as a demonstrated ability to prioritize, manage multiple tasks, and meet deadlines. Candidates should possess strong computer skills and be proficient with Microsoft Word, Excel, and ERP system software.

***Interested applicants should send resume and salary requirements to [jobs@yuengling.com](mailto:jobs@yuengling.com)***