

In 2016, Camerican celebrated 100 years in the global sourcing business. Camerican sources canned and frozen fruits, vegetables, seafood, meat, grains, and specialty items from over 45 different countries around the world working with over 200 active suppliers. Camerican prides itself on working with a carefully selected number of processors in each of these countries that meet a rigid criteria for quality control, performance excellence, financial stability, and business integrity. Our supply base is built for demanding customers including many of the largest food companies in the US. Camerican is headquartered in Paramus, New Jersey with sales offices across the US.

Camerican is seeking a highly organized, self-motivated, and customer service oriented Sales Support Specialist who will support Sales Managers in the creation of customer contracts, new item set-up, product specification documents and provide various sales reports/analysis. The ideal candidate is a team player who can work independently and can multi-task in a timely manner.

**Responsibilities:**

- Establish and maintain customer contracts; process orders
- Frequently update customer communication with shipping schedule and periodic inventory position
- Manage weekly sales tracking reports and forecast updates
- Handle costing requests and advise appropriate team members
- Track sample requests and follow through
- Update internal sales and other databases with contact information, documents, etc.
- Coordinate with Procurement, Logistics, Claims depts. to ensure on time delivery
- Respond to customer and sales inquiries; liaison with various depts. to problem solve any customer issues

**Requirements:**

- Bachelor's degree
- 3-5 years related experience
- Solid organizational and effective time management skills
- Excellent communication and interpersonal skills
- Ability to work independently with minimal supervision
- Computer proficiency in MS Office, advance user of Excel
- Detailed-oriented, analytical and resourceful
- Knowledge of food industry is a plus