Do you love organic fruits and veggies? Would you like to work with a lively bunch of sales folks bringing fresh organic produce to the people of the PNW? If so, you may be our new team member! We work really hard each and every day to bring the best organic produce to market from hundreds of awesome farms. We are owned by a perpetual purpose trust that is designed to advance sustainable food and agriculture, forever. We look for people who share our passion for organic agriculture and sustainable business practices; who value teamwork, candor and transparency; and who engage others with joy and gratitude. Our products are “just in time,” need careful handling and change by the season. Our employees embrace that challenge and understand the importance we place on customer service.

THE POSITION:

The **Pricing Assistant & Sales Support Specialist** is responsible for maintaining OGC’s price list and product line databases based on vendor quotes, current pricing and landed costs, receipt of purchase orders and manifests, and inventory levels to ensure the availability of accurate and timely information. Maintains history and background knowledge of produce trade including growers and handlers to understand quality, seasonality and product offerings related to pricing fluctuations. The Pricing Assistant & Sales Support Specialist is also responsible for providing daily sales support to the sales and marketing leadership team ensuring timely completion of sales department essential functions. Requires transactional excellence in service of account satisfaction and exceptional customer care. Demonstrates OGC values and relationship marketing model by ensuring quality and service expectations are met.

The schedule for this position is Thursday-Monday.

RESPONSIBILITIES:

- Maintains a basic understanding of OGC’s products, quality, pack, promotions, substitutions, pricing and services to be able to match products to account needs and increase sales volume. Must have an understanding of account needs and preferences, and how best to service each account.
- Communicates service issues to Account Representative and other departments as needed. Supports in resolution of issues, leading to account satisfaction.
- Updates and verifies market pricing and promotion on purchases based on margin goals, quality and product availability.
- Maintains OGC’s product line databases based on vendor quotes, current pricing, and landed costs.
- Understands market share and basic understanding of pricing strategies.
- Proactively engages in development and educational opportunities to further their knowledge of the organic produce trade and OGC sales processes.
Accurate and timely processing of account orders via all channels; phone, email and online platforms. Plans and organizes a daily work schedule to service existing customers.

Assist Account Representative and other sales team members in serving accounts; may on occasion be asked to participate in store-level outreach.

Supports in-store programs; includes but not limited to: store visits, supporting new store openings, assisting with in-store samplings/demos, store staff trainings, setting up displays, & merchandising education. May require travel up to 15% as assigned.

Provides executive and administrative support to sales leadership as needed, which may include preparing documents, calendar maintenance and scheduling; meeting agenda/meeting minute preparation, making travel/meeting arrangements, coordinating catering, preparing/distributing reports and financial data, etc.

Supports coordination of internal and external OGC events as assigned.

Supports Marketing initiatives as assigned.

**REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma with minimum of 2 years related experience; Preferred: four-year college degree with minimum 1-year commercial produce experience or combined overall equivalent experience.
- Experience and familiarity with fresh produce varieties, pack sizes, organic trade, growing practices, the sustainability movement or produce merchandizing.
- Excellent customer service skills and basic business and financial literacy.
- Excellent verbal and written communication including attention to detail and strong organization skills.
- Demonstrates and has the ability to develop strong relationships in order to gain support and achieve results.
- Intermediate MS Office Suite skills (Outlook, Word, Excel); Intermediate Produce Pro skills or ability to learn ERP system.
- Intermediate math and calculation skills
- Intermediate 10-key and keyboarding skills
- Basic working knowledge of produce varieties, regions and seasons.
- Be flexible and available to assist and interact with coworkers at all levels.
- Be self-directed and motivated by self and others. Ability to consistently meet deadlines and work under pressure.
- Ability to listen and identify client needs and inform Account Representative or Sales Manager of potential improvements.

**About Organically Grown Company:** Founded in 1978 by a few gardeners, small-scale farmers, hippies, environmental activists and dreamers living near Eugene, Ore., today Organically Grown Company buys, aggregates and distributes fresh, organically grown produce to retailers and eaters across the Pacific Northwest region though its four facilities in Washington & Oregon, and workforce of over 200. When people in the Northwest purchase organic fruits and vegetables at their grocery store, there is a very good chance that it’s there because of OGC. For the past 40-years, the company’s progressive and entrepreneurial spirit has fueled its mission and growth, meeting the demand for organics in the marketplace while supporting its community of farmers. Yet at the core of OGC is a simple idea that has held steady since the beginning: that organic agriculture is necessary for a healthy environment and healthy people. Their goal is to support organic agriculture and help it thrive, by doing business in a way that is good, clean and fair. Learn more at [www.organicgrown.com](http://www.organicgrown.com)

To apply for this position, please submit your resume to [apply@organicgrown.com](mailto:apply@organicgrown.com)

Organically Grown Company is an Equal Opportunity Employer.