



Sales Coordinator

New York City

Reports to: Sales Manager – Northeast

THE ROLE

Gotham Greens has an immediate opening for an exceptional individual to join our sales team, responsible for articulating and influencing the Gotham Greens brand. The Sales Coordinator will be responsible for supporting sales and increasing brand awareness through store visits and product demonstrations. The position is based in New York City with potential opportunities to transfer to other locations in the future. The Sales Coordinator will report to the Sales Manager – Northeast and work closely with teams across the company.

Prior experience in the natural and organic food industry a plus but not required. This is an opportunity for an enthusiastic, self-motivated and organized individual to assume a position at a rapidly growing, innovative, disruptive company in the 21st century food system.

AREAS OF RESPONSIBILITY

Sales and Merchandising -

- Maintain high quality in-store displays by upholding merchandising standards, making frequent store visits and prompting store management reordering
- Improve and maintain store relationships with produce managers via excellent customer service, proactive problem solving and consistent follow through
- Develop new business opportunities with wholesale, retail and food service customers
- Utilize CRM to gather customer information
- Assist Sales and Marketing teams as needed, including but not limited to: events, tradeshow, festivals, and greenhouse tours

In Store Demonstrations -

- Perform product demonstrations in-store per week throughout the NYC area
- Assist in building consumer recognition, increasing sales, and sharing product knowledge of Gotham Greens premium quality locally grown produce
- Work with in-store leadership and category managers to schedule, coordinate and execute demos
- Gather consumer and customer feedback

Customer Service -

- Assist customer service with prompting daily orders when needed
- Assist customer service with data entry in our ERP system



QUALIFICATIONS

Requirements:

- Bachelor's Degree preferred but not required
- 1-3 years of relevant (specialty food, agriculture) related experience in sales, demonstrations, customer service, marketing and branding
- A valid US drivers license
- Ability to work a flexible schedule based on the needs of the customers, including nights, weekends and holidays as required
- A strong knowledge of foods and food sanitation a plus. Food handling license ideal
- Basic to intermediate cooking skills (able to cook with and without a recipe) and strong demonstrated food knowledge
- Knowledge of MS Office required

The ideal candidate:

- Excellent verbal, written, and interpersonal skills
- Reliable and highly motivated with a creative flair and lively personality
- Great attention to detail
- Passionate commitment to the company vision
- Appreciation to principles of sustainable agriculture and food

WHO WE ARE

Gotham Greens is a global pioneer in the field of urban agriculture and a leading producer of year-round, hyper-local produce and fresh food products. The company provides its retail, restaurant, and institutional customers with produce grown under the highest standards of food safety and environmental sustainability. Gotham Greens has built and operates 4 greenhouse facilities spanning over 170,000 sq. ft. in New York City and Chicago. Gotham Greens was founded in 2009 in Brooklyn, NY.

We are farmers that live in apartments. Our team is hard working, supportive, and passionate about sustainable urban agriculture. We work to create an environment that is caring, fun, and collaborative.

Gotham Greens is proud to be an Affirmative Action/Equal Opportunity Employer.

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.



**GREENHOUSE
GROWN**



**PESTICIDE
FREE**



**SUSTAINABLE
AGRICULTURE**



**URBAN
FARMING**



**PREMIUM
QUALITY**

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