



**Job Description**  
**Sales Admin Coordinator**  
**Based in Lyon (FR) / FRANCE / 01-2022**

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**Description**

As Sales Admin Coordinator, you will play a key role in the business development of 100% EMEA, managing the team of Sales Admin in their mission to support and assist the EMEA Sales Management team. You will report directly to the Sales Manager EMEA. In this role, you will execute the end-to-end order management follow up, assisting the sales management team, and working on a daily base with the Accounting team. You will also work in close relationship between 100%'s supply chain and operation to insure availability and delivery of our products to 100%'s distributors network. You will submit the orders, insure follow up of orders' payment, invoicing and shipment. After an observation period and assessment of the company's need, you will also be responsible for improving current processes, defining and following up developments with different departments involved.

**Job Responsibilities**

**Management**

- Management of the team of Sales admin
- Staff training
- Recruitment
- Project management – assessment and definition of needs and solutions; liaise with different parties involved in your projects (US team, IT, accounting, sales,...)
- Reporting – sales monitoring, back orders, open orders, inventory availability, etc,...

**B2B Sales admin**

- Order analysis (MOQ, vendors, warehouse,... requirements) and submission
- Collect mandatory logistic information (Freight Forwarder contact info,...)
- Payment follow up: issue Proforma invoices; payment confirmation,..., liaising with accounting team
- Shipment follow up and invoicing
- Open orders management and reporting
- Back order management and reporting
- Account statement follow up
- Order form creation and diffusion
- Sell thru report collection and consolidation
- Sales reporting
- Tax reporting (VAT and DEB)
- Additional *ad hoc* tasks depending company and sales team needs

**Requirements**

- Sales/accounting/logistic/admin education (Master degree or equivalent)
- Sales Admin background
- Experience with leading development projects, horizontal management or similar appreciated
- Experience in eyewear, optics, or similar appreciated
- 8-10 years experience
- English
- Sensitive to 100% brand environment

**Benefits**

- Title: Sales Admin Coordinator
- Working place: 100percent France – La Tour de Salvagny, Lyon Area (69)
- Starting date: ASAP
- Contract: Statut “Cadre”, Permanent, French CDI
- Lunch Voucher
- Employee specific fare on 100% products
- Company computer

**About 100%**

100%, based in San Diego, California is an independent premium sports brand with a focus in performance eyewear, technical apparel and sports protection. 100% empowers today's most demanding athletes with the performance technologies and gear they need to compete at the top of a wide variety of sports.

The 100% brand has always been synonymous with Motocross Americana and linked to many iconic moments that laid down the roots and initiated the history of what is modern Motocross. 100% dates back to the early 1980's when the popular logo graced the factory racing equipment of the biggest names in Motocross.

Today, 100% is inspiring a whole new generation of athletes and asking them the original tagline: “How much effort do you give?” The 100% brand boasts an impressive roster of athletes including reigning AMA Supercross champion Cooper Webb, three-time downhill mountain biking world champion Sam Hill, seven-time Tour de France green jersey winner and three-time road cycling world champ Peter Sagan, five-time world champ Loïc Bruni, 2013 Ironman world champion Frederik Van Lierde, 2019 MLB rookie of the year Pete Alonso and San Diego Padres star shortstop Fernando Tatis Jr.