
*We are
hiring*



PEARSON
PACKAGING SYSTEMS

Job Announcement

About Pearson Packaging System

Grow alongside Pearson, as we disrupt the packaging industry with innovative ways of solving our customers' automation needs. Challenge the status quo, apply new ways of thinking and help us dominate the secondary packaging automation market.

With our portfolio of case erectors, robotic top-loaders, sealers and robotic palletizers, Pearson Packaging Systems helps a diverse set of high-volume manufacturers and distributors in the food, beverage, personal care, household and industrial chemical, pharma and distribution industries overcome labor cost and supply, safety, quality and throughput challenges. Since our inception, nearly 70 years ago we have deployed over 23,000 machines.

To be able to deliver on our promise to our customers, maintain our values of integrity, service, and continuous improvement, and sustain growth rates above industry expectations, we look for people who care – care to make a difference and go the extra mile to exceed customer expectations, both internally and externally.

Sales Support Representative

Salary Range: \$26 to \$35/hr.

Your role with us:

As a Sales Support Representative for Pearson Packaging Systems, you will assist salespeople with managing administrative sales quoting and order booking processes. You will act as a liaison between the sales team and internal departments including project management, finance, engineering, marketing and manufacturing operations ensuring customers have an exemplary experience throughout the sales process. The Sales Support Representative is considered an integral part of the sales department and is expected to support salespeople through the sales process, assisting the quota bearing sales staff to generate profitable revenue.

Does this sound like you?

You are a strong communicator. You can provide excellent customer service while fulfilling the overall needs of the customer, salesperson and company with your clear and effective communication. You display courtesy and sensitivity, and can easily navigate emotional situations.



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You are organized and detail oriented. You are the most organized person you know, and consistently deliver accurate work and manage multiple tasks while prioritizing with ease. You meet deadlines and are relied upon by your colleagues for your accurate and efficient work.

You can navigate through change. You see change as an opportunity to improve rather than an obstacle to overcome.

You are dependable and professional. You are punctual and can be relied upon to your commitments and follow through with your tasks. You prioritize customer satisfaction and building positive relationships with colleagues.

You are a problem solver. You can solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. You have a sense of urgency in solving problems and are able to work independently but also know when to rely on your team for help.

How you will contribute to our growth:

By working to support our Sales staff in quote preparation, terms and conditions review and order booking processes for both new machine and aftermarket sales in order to generate profitable revenue.

With your attention to detail in tracking of engineering quotes, your knowledge of the Pearson product line ensuring technical accuracy of discreet equipment quotes with support from estimators and engineers, and your accurate documentation of customer products and samples to support quote accuracy.

In supporting our customer on site visits for factory demonstrations to assist in a positive experience of the Pearson brand supporting the sales process.

By supporting a customer first mentality in an environment where you work to help solve problems.

Through your work with our other departments, especially project management, in ensuring a seamless handoff of order specifications for execution by the operations team.

What you will need to succeed:

- 2 years of education or 3+ years of administrative support experience with management level staff
- Excellent written and verbal communication skills
- Strong organizational, presentation, and problem-solving skills
- Demonstrated ability to use MS Office, including Word, Excel, PowerPoint and Outlook.
- Highly proficient in the use of CRM systems (Salesforce, Epicor, etc.)



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What we offer you:

- Competitive industry compensation
- Our top-tier Health and Wellness Plan offers ease of mind and ensures that you and your family are well taken care of.
- Career advancement opportunities within Pearson and expert training in a skill set for which the sky is the limit.
- Time and time again, we have been recognized amongst the most progressive workplaces in our industry.
- 401K & Matching Contributions.
- Tuition reimbursement program.

Ready to join us?

Email your resume and letter of interest to Jobs@PearsonPKG.com

