



HUTCHINSON

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Application Deadline: Monday, December 1, 2025

TITLE	SALES & MARKETING COORDINATOR	10-2025
DEPARTMENT	COMPOST (CREEKSIDE SOILS COMPOSTING FACILITY)	
SUPERVISED BY	COMPOST MANAGER	
POSITION OBJECTIVE	THIS WORK INVOLVES SALES, MARKETING, DISTRIBUTION AND INVENTORY CONTROL OF FINISHED GOODS MANUFACTURED AT CREEKSIDE SOILS.	

DUTIES AND RESPONSIBILITIES

1. Sales, marketing and inventory control of finished goods.
 - a. Serves as the primary contact to customers and contracted sales firm for CreekSide Soils' sales and marketing.
 - b. Develops, prepares and delivers sales materials for trade show exhibits, conference appearances and other promotional programs.
 - c. Monitors and manages customer orders received through online portals, telephone and other electronic platforms to ensure timely and accurate processing.
 - d. Processes customer sales orders from start to finish, including receiving and reviewing orders for accuracy, entering them into department software, monitoring shipment dates, closing completed orders, and generating and issuing invoices.
 - e. Arranges and coordinates the shipment of finished goods with customers and logistic firms in a cost-effective manner.
 - i. Solicits freight rate quotes from multiple logistic firms.
 - f. Produces and monitors current inventory and inventory projection reports.
 - i. Communicates short- and long-term inventory needs with management and production staff.
 - ii. Performs routine, manual inventory counts to ensure software inventory accuracy.
 - g. Collaborates with customers to expand their CreekSide product offerings, or to generate private label products, including new soil blends.
 - h. Conducts market research and competitor analysis to identify trends, opportunities and threats.
 - i. Maintains a database of customer information, including contact information, sales history, pricing history and general feedback.
 - j. Investigates and resolves customer and consumer related issues as needed in a courteous, timely and cost-effective manner.

2. Assists with preparing the annual sales and marketing budget.
3. Manages and reconciles all receivable accounts, follows up with aging accounts.
4. Prepares and submits annual reporting for soil amendment and fertilizer registrations to applicable regulatory agencies.
5. Procures and analyzes polyethylene bag film quotes annually, and as needed.
 - a. Works with external graphic designers to re-design current product packaging, or to design new product packaging designs.
 - b. Ensures language on packaging is compliant with regulatory agencies.
6. Coordinates the purchase and delivery of supplemental allied products to the Creekside facility.
7. Assists with day-to-day office operations, answering phone calls and general inquiries from customers, contractors and the general public.
8. Serves as a backup to the Site Monitor/Scale Operator position.
9. Attends safety training as required and adheres to all safety rules and regulations.
10. Performs related work as required and other duties as assigned.

EQUIPMENT

Personal computer and related accounting and inventory management software. Telephone, cellular telephone, two-way radio, printer, copier, fax machine, etc. City vehicle as needed.

REQUIRED QUALIFICATIONS

Education/certifications

- Two-year (AA) degree in business, sales/marketing, or related field; **or** high school diploma or GED and three years relevant experience
- Valid driver's license

Knowledge, Skills, & Abilities

- Excellent communication skills
 - Ability to communicate effectively in a variety of formats
- Strong customer service skills
 - Ability to work courteously and effectively with customers, the public, department personnel, contractors, and personnel from other agencies
- Ability to work accurately under pressure with a strong attention to detail
- Ability to work effectively as a team player
- Ability to make decisions and perform tasks with minimal supervision
- Works in an organized manner
- Proficiency in Microsoft Office
- Knowledge of basic accounting and inventory principles

DESIRABLE QUALIFICATIONS

- **Education/certifications**
 - Bachelor's degree in marketing, Business or related fields
 - Experience in business, solid waste recycling and composting

- **Knowledge, Skills, & Abilities**

- Knowledge of sales and marketing procedures
- Knowledge and experience with coordinating logistics
- Proficient with accounting software

WORKING CONDITIONS

Full time position. Generally, office hours and conditions are in a seasonally fast-paced environment. Some variation in hours due to workload. Some evening meetings and weekend trade shows as required. Public contact.

Grade 150 position: Salary range \$29.561/hour - \$44.342/hour. Depending on Qualifications.

CITY OF HUTCHINSON
ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR POSITIONS: Administrative, Clerical.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk and use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.