



Sales Credit & Specifications Administrator – Vancouver, WA (Onsite)

Since 1968, MarkeTeam Foodservice (MTFS) has been providing expert foodservice solutions as a leading manufacturer's representative for some of the industry's most innovative foodservice equipment and supply brands. We believe in products that are reliable, efficient, and profitable for operators — and we believe in building a team that is just as strong.

MarkeTeam Foodservice is seeking a detail-oriented and highly organized Sales Credit & Specifications Administrator to support our leadership team, sales organization, and manufacturing partners. This role is responsible for commission administration, specification credit tracking, sales reporting, CRM maintenance, and data analysis. The ideal candidate thrives in a fast-paced environment, enjoys working with data, and possesses exceptional organizational, analytical, and communication skills.

What You Can Expect from MarkeTeam

- **Generous Compensation Package**
- 401(k) with 3% Safe Harbor Contribution + Profit Sharing
- Medical, Dental, and Vision Insurance – 100% Employee Coverage
- \$50,000 Life Insurance & AD&D Coverage – Paid in Full by MarkeTeam
- Long-Term Disability Insurance – Paid in Full by MarkeTeam
- Flexible Spending Account (FSA) for medical and dependent care
- Optional AFLAC Supplemental Insurance at group rates
- Paid Time Off:
 - o 3 weeks' vacation prorated upon hire
 - o 4 weeks after 5 years
 - o 5 weeks after 10 years
 - o 6 weeks after 20 years
- 7 Paid Holidays
- Sick Leave Accrual from Day One
- Supportive team training environment that sets you up to succeed—with expectations to match

What We Expect from You

This role requires more than just administrative support; it requires commitment, hustle, and a deep pride in the accuracy and impact of your work. Our Sales Credit & Specifications Administrator is at the core of our financial and sales operations, ensuring that commission data, specification credits, and CRM insights are managed flawlessly from start to finish.

Key Responsibilities:

- Reconcile and process manufacturer specification credits, commission transfers, and monthly commission reporting.
- Coordinate annual manufacturer bonus programs
- Prepare and distribute recurring sales, commission, and trend analysis reports.
- Maintain and update sales reporting data within Salesforce and other business systems.
- Ensure the accuracy and integrity of CRM data through ongoing maintenance, audits, and quality control efforts.
- Generate scheduled reports and provide data analysis to support sales management and manufacturing partners.
- Assist with data collection, reporting, and special projects for leadership and the sales team.
- Provide administrative support for sales operations, reporting processes, and manufacturer programs.

Must-Have Qualifications:

- Associate degree or equivalent combination of education and experience preferred.
- Two or more years of experience in administrative support, sales support, operations, accounting, or a related field.
- Advanced proficiency in Microsoft Excel, including working with spreadsheets, formulas, and data analysis.
- Experience working with CRM systems; Salesforce experience preferred.
- Strong numerical aptitude and analytical thinking skills, with the ability to identify discrepancies, solve problems, and interpret data.
- Strong attention to detail with a commitment to accuracy and data integrity.
- Ability to manage multiple priorities, deadlines, and recurring reporting responsibilities.
- Excellent written and verbal communication skills.

- Self-motivated, organized, and able to work both independently and collaboratively in a team environment.

To Apply:

Please send the following to Info@mtfoodservice.com:

- Cover Letter
- Resume

Learn More About us:

- [Website](#)
- [LinkedIn](#)
- [Facebook](#)
- [Instagram](#)
- [Youtube](#)
- [MarkeTeam Foodservice LIVE Product Guide](#)