



Green Coffee Sales

Atlas Coffee Importers is a Seattle-based Specialty Coffee Importing company. Our mission is to provide personalized coffee trading services to benefit the global coffee community. This means our focus and energy are directed toward quality—of coffee, of business, of relationships, of environment. What is good for Atlas should to be equally good for our vendors, our clients, and the people who work here.

We are looking a talented coffee veteran to join the Atlas Sales & Trading Team in pursuing our mission of developing and maintaining quality relationships with roasters and connecting them to our family of growers around the world. We are specifically looking for someone to work with roasters in the Eastern half of the US and Canada. This person can be based in our Seattle office, or work remotely (from within the specified region) if suitable to both Atlas and the employee. We currently have one remote sales employee based in the Midwest and covering the eastern region, so the new hire would work closely with them in this territory.

If you love people, coffee, and bringing the two together, let's talk!

Duties & Responsibilities

- Manage existing Customer Accounts within designated geographic area (Eastern US/Canada) or as needed.
- Maintain awareness of client positions and usage patterns and create contracts based on client needs and product availability
- Utilize company CRM and ERP systems to accurately record client and transaction details
- Contribute to purchase planning efforts through awareness of origin availability and client needs
- Field incoming inquiries and provide accurate information about Atlas's services, based on an assessment of client needs, size, experience, location
- Attend various trade shows and other industry events
- Give marketing or educational presentations as needed
- Create/execute plans to convert prospects to clients
- Contribute content to Atlas web site and social media platforms
- Work with other departments to support client and organization needs (finance, logistics, etc.)
- If remote, quarterly travel to Seattle HQ for meetings and team calibration is required

This description is neither an exhaustive nor comprehensive list of all possible job responsibilities, tasks, and duties.

Qualifications

- Minimum 2 years in coffee with at least 1 year in a Sales/Account-Management, Trading, or Green-Buying role.
- Familiarity with the respective Sales Region and its coffee culture(s)
- Strong computer skills, especially MS Office Suite and CRM systems
- Excellent communication skills—both written and spoken
- Ability and interest in domestic and international travel (valid passport)
- Ability to work well across departments and with a wide range of people and personalities
- Ability to work independently while maintaining clear communication with peers and management

This job lies within the Sales Department. The position may include intensive desk work as well as work outside of an office setting. We maintain a smoke and scent-free environment.

To apply, send your resume and cover letter to: hire@atlascoffee.com. Please note the position title in the subject line.