



Job Title: Sales Support Specialist

Location: Edison, NJ 08820

Department: Sales & Business Development

About MetaBrand

MetaBrand isn't just a manufacturer — we're the **launchpad for the next generation of beverages**. We turn bold ideas into real drinks in real cans, from high-performance sports drinks and energy shots to THC / D9 & hemp-infused beverages and RTD cocktails. We partner with founders and emerging brands to go from *"what if?"* to *"what's next."*

If you want to be close to the action—where new beverage brands are born and launched—this is where you'll do it.

The Role: Sales Support Specialist

We're looking for a sharp, organized, **high-energy Sales Support Specialist** to keep our fast-moving sales engine running smoothly. You'll be the connective tissue between sales, formulation, operations, finance, and our clients—making sure nothing falls through the cracks as projects move from inquiry to quote to hero samples and pilot runs.

If you love structure, live in spreadsheets and CRMs, and enjoy being the go-to person who "makes it happen," you'll thrive in this role.

What You'll Do

Sales Administration & Coordination

- Support the sales & business development team with proposals, quotes, and documentation.
- Process new client inquiries, RFQs, and information requests.
- Coordinate with formulation, operations, and finance to gather accurate pricing, MOQs, and lead times.
- Track project timelines and help ensure internal teams hit client deadlines.



- Keep digital records, contracts, and key client info organized in our CRM and shared tools.

04-Sales Support Primary Responsibilities

CRM & Data Management

- Maintain clean, accurate client and project data in the CRM.
- Update the sales pipeline so opportunities and status changes are always current.
- Generate weekly and monthly CRM reports for visibility into performance and pipeline health.
- Monitor inactive leads or accounts and flag opportunities for follow-up or re-engagement.

Prospect Communication & Support

- Respond quickly to inbound inquiries with updates on proposals, quotes, and next steps.
- Schedule and coordinate meetings, calls, and sample presentations for the sales team.
- Draft professional, on-brand emails and follow-ups.
- Serve as a reliable secondary point of contact so prospects and clients always feel supported.

Documentation & Proposal Development

- Help build customized proposals, formulation quotes, and co-packing estimates.
- Gather product specs, packaging details, and MOQ info for inclusion in quotes.
- Ensure all docs are aligned with MetaBrand branding and compliance standards.
- Maintain version control and organized proposal files for easy internal reference.

Order Processing & Project Support

- Convert signed proposals and POs into the internal order management system.
- Double-check details (SKU, volume, packaging, delivery dates) before hand-off to Account Management.
- Support coordination with logistics and operations to keep timelines on track.



- Track progress from formulation approval to hero sample delivery or pilot runs.
- Communicate key order updates and shipment notifications to clients.

Reporting, Analytics & Collaboration

- Prepare regular sales and client engagement reports for leadership.
 - Track metrics like quote-to-order conversion rates and average project value.
 - Share data-driven insights on trends in client demand and product categories.
 - Liaise across sales, formulation, operations, account management, and marketing.
 - Support marketing with lead follow-up, trade shows, and maintaining lead databases.
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Who You Are

- You're **organized, detail-obsessed, and proactive**—you catch small issues before they become big problems.
 - You enjoy **supporting a team** and being the behind-the-scenes driver that keeps everything moving.
 - You're comfortable working in **CRMs, spreadsheets, and digital tools** all day.
 - Your communication is **clear, professional, and fast**—both written and verbal.
 - You can juggle multiple projects, priorities, and deadlines without losing your cool.
 - Experience in CPG, food & beverage, or manufacturing is a plus, but not required.
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Why Join MetaBrand?

- Work at the heart of **new beverage innovation**—sports, energy, RTD cocktails, THC / D9, and more.
 - See the direct impact of your work as projects move from idea to **real products in cans and bottles**.
 - Join a nimble, collaborative team where good ideas move fast.
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How to Apply

Send your resume and a short note on **why you're a fit for Sales Support at MetaBrand** to:
HireMe@metabrandcorp.com

Let us know about a time you helped keep a dynamic sales process running smoothly and your individual interactions with clients—we love real examples.