



Job Description | Sales

Summary/Objective:

This is a dynamic position that involves the sales of food products and supplies to foodservice and retail entities. This position requires the complete understanding of internal systems; including computer programs, logistic abilities, operational guidelines, etc., and the utilization of tools and information to properly manage and maintain a specified group of customers.

Work Environment:

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Essential Functions:

- Prepare and submit sales contracts for orders.
- Visit establishments to evaluate needs or to promote product or service sales.
- Maintain customer records, using automated systems.
- Answer customers' questions about products, prices, availability.
- Quote prices, credit terms, or other bid specifications.
- Contact new or existing customers to discuss how specific products or services can meet their needs.
- Emphasize product features based on analyses of customers' needs and on technical knowledge of product capabilities and limitations.
- Compute customer's installation or production costs and estimate savings from new services, products, or equipment.
- Select or assist customers in selecting products based on customer needs, product specifications, and applicable regulations.
- Prepare sales presentations or proposals to explain product specifications or applications.
- Complete expense reports, sales reports, or other paperwork.
- Verify that delivery schedules meet project deadlines.
- Identify prospective customers using business directories, leads from existing clients, participation in organizations, or trade show or conference attendance.
- Inform customers of estimated delivery schedules, service contracts, warranties, or other information pertaining to purchased products.
- Collaborate with colleagues to exchange information, such as selling strategies or marketing information.
- Stock or distribute resources, such as samples or promotional or educational materials.
- Attend sales or trade meetings or read related publications to obtain information about market conditions, business trends, environmental regulations, or industry developments.
- Provide feedback to buying team so that products can be tailored to clients' needs.
- Visit establishments, to determine product sales.



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Physical/Clothing Requirements:

- This is a largely sedentary role; however, some physical exertion such as moving, lifting, carrying, pulling, or pushing potentially heavy objects, materials, and/or products is required.

Safety Clothing/Equipment:

- Non-slip shoes or boots
- Optional Back brace and other safety equipment available at employee request
- Must comply with department dress code

Equipment Used:

- General clerical items; including, phone, copier, fax machine, Windows based programs (i.e. Microsoft Office and Swarmbox) and computer

Qualifications for Job:

- High School diploma or GED equivalent
- Pass pre-employment physical and drug test
- Basic Math, Computer and Analytical skills