

# Rejuvenation



## **Job Description**

**Department:** Sales  
**Title:** Headquarter Sales Specialist  
**Reports to:** Sales Department Office Manager & Vice President Sales

It is Sales' primary job to create, develop, and manage relationships on behalf of Eden Foods. The Sales Department's overriding goal is the merchandising of Eden food. Teamwork, utilizing the skill sets of the Sales Department, Marketing Department, and our broker network, is essential and requires the management and oversight of the Sales Department.

### **MAJOR FOCUS**

1. Knowledge of our food, strategy, priorities, policies, and procedures.
2. Accuracy in detailed follow through, timely executed.
3. A professional, courteous countenance in dealing with others on behalf of the company.
4. Ensure that business is conducted consistent with Eden Foods' Terms of Sale, Purchase Orders, and Promotional (Incentive) Agreements.
5. Process Sales related billings.

### **DUTIES AND RESPONSIBILITIES**

1. Answer all telephone calls and business inquiries promptly.
2. Communicate regularly with Sales Managers regarding sales leads and customer activity.
3. Support outside Sales Managers promptly by handling customer requests for samples, forms, information, and as needed to enhance relationships.
4. Ensure communications are professional, thoughtful, and consistent with the company's strategy, facts, and guidance including Terms of Sale.
5. Consistently contribute to the maintenance and accuracy of pertinent company databases and business information.
6. Follow, report on, and coordinate with our customer's social media.
7. Qualify and activate B2B website customers.
8. Follow Quality Control procedures as they relate to product complaints. Any possible health threatening complaints should be immediately communicated to designated staff and the Vice President of Sales.
9. Oversee proper use of company property, including trademarks and intellectual property, promptly communicating inappropriate use to Eden Foods management wherever and whenever necessary about them.

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10. Accurately and timely complete appropriate paperwork consistent with your duties.  
Date and sign (or initial) all documents that may be passed outside of the Department.

## **JOB REQUIREMENTS**

- A. High School diploma or equivalent.
- B. Written and verbal communication skills must be excellent.
- C. Reliable follow-up and follow through.
- D. Computer aptitude - Microsoft Office (Excel and Word primarily), PowerPoint, FileMaker, and Email. Need to learn various company databases and programs and be proficient in them.
- E. A willingness to learn and continually improve.

This job description is not intended to be all-inclusive or be a complete representation of tasks required. Employees will also perform other duties as assigned by immediate supervisor and management.

Eden Foods reserves the right to modify job duties and responsibilities.

This job description does not constitute a written or implied contract of employment.

/dpotter  
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