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## **Sales Department – Clinton, Michigan Job Description**

**Headquarters Sales Department Office Staff**

Dec. 5, 2025

Cultivate relationships with Eden Foods' customers, prospects, and industry members that result in merchandising of EDEN foods and mutual benefit. Utilize the necessary business systems and communicate effectively to conduct efficient business for and with them.

### **DUTIES AND RESPONSIBILITIES**

1. Familiarity with EDEN items, the Company, its business systems, policies, terms of sale, and practices to a level that enables you to use the knowledge efficiently and effectively to facilitate commerce and relationships.
2. Success is merchandising of EDEN items.
3. Contribute to the creation, maintenance, and improvement of Processes and Protocols utilized by the Sales Dept. and the Company.
4. Cultivate and foster industry relationships to enhance knowledge about and appreciation for the EDEN brand.
5. Maintain records necessary to intelligently qualify accounts and prospects.
6. Provide prompt, reliable service to customers, prospects, team members, and Company network contacts.
7. Work in sync with the Sales Department and Company priorities to ensure effective communication and business essentials in strategies and tactics.
8. Reliable, timely, and focused outreach, interface, and follow-through with customers, merchandisers, team members, and prospects.
9. Accurate, thoughtful, and timely communication with customers, merchandisers, and prospects consistent with Eden Foods' Marketing, Ethics, Terms of Sale, Purchase Orders, and Incentive Agreements (IAs).
10. Courteous, professional countenance in professional dealings.
11. A proactive, straightforward, and forthright manner in dealings with people inside and outside of the company regarding business.
12. Facilitate Company supply to distributors, retailers, eCommerce accounts, and individuals.
13. Work at, report on, and coordinate Eden Foods sales and service efforts consistent with customer needs, and Eden Sales and Marketing work.
14. Engage in active contact with Regional Sales Managers (RSMs) and broker personnel regarding opportunities, needs, customer activities, and pertinent market information and opportunities.
15. Provide prompt accommodation to the needs of Eden Regional (RSMs) and Broker Representatives. Handle requests and inquiries about product information, samples, services, various business forms/paperwork, and



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logistics.

16. Help to oversee and manage the use of Eden trademarks, brand names, and copyrighted intellectual property where they are being-used. Promptly communicate with management staff about trademark or copyright issues.
17. Focus on maintenance and accuracy of company data, business records, product, and customer information.



### **JOB REQUIREMENTS**

1. Sufficient education, skills, and experience for a foundation in the professional conduct of business
2. Reliable, high moral and ethical standards
3. Written and verbal communication abilities
4. A consistent teamwork mindset
5. Willing eagerness to learn and develop skills to productively participate.
6. Resolute follow-through on your word and business practices
7. Computer skills – become and remain proficient in processing data and communications using company tools.
8. A straightforward and forthright manner in dealings with people inside and outside of the Company
9. Ability to build productive relationships with Eden staff, customers, merchandisers, and suppliers.
10. Maintain a forward-looking, anticipatory perspective to be prepared to accurately and efficiently sell EDEN foods and meet the needs of those we engage with.

This job description is not intended to be all-inclusive or a complete explanation of all duties. Employees are required to perform other duties as assigned by their supervisor or Eden Management. Eden reserves the right to modify job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment.