

Rejuvenate

Sales Department Job Description

Position **Headquarter Sales Dept. Office Staff**



Cultivate relationships with Eden Foods' customers, prospects, food brokers, and industry members that result in mutual benefit and merchandising of EDEN foods. Work the business systems necessary 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 and how to use them efficiently and effectively.
2. Contribute to the creation, maintenance, and improvement of Processes and Protocols utilized by the Sales Dept. and the Company.
3. Participate in and foster industry relationships toward knowledge about and appreciation of the EDEN brand.
4. Maintenance of records to intelligently qualify accounts and prospects.
5. Provide reliable, prompt service to customers, prospects, team members, and Company network contacts.
6. A focus on Dept. and Company priorities, strategies, and tactics for effective communications and business essentials.
7. Reliable, timely, and focused interface and follow through with customers, team members, and Eden contacts.
8. 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).
9. Courteous, professional countenance in professional dealings
10. Facilitate Company supply to distributors, retailers, eCommerce accounts, and individuals.
11. Work at, report on, and coordinate Eden Foods sales and service efforts consistent with customer needs, and Eden Sales and Marketing work.
12. Maintain active contact with Regional Sales Managers (RSMs) and broker personnel regarding opportunities, needs, customer activities, and pertinent market information and opportunities.
13. Provide prompt accommodation to the needs of Eden Regional (RSMs) and Broker Representatives. Handle requests and inquires about product information, samples, services, various business forms/paperwork, and logistics.
14. Help to oversee and manage use of Eden trademarks, brand names, and copyrighted intellectual property where it is being-used. Promptly

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communicate to Administration staff about trademark or copyright issues.

15. Focus on maintenance and accuracy of company data, business records, product, and customer information.



JOB REQUIREMENTS

1. Education, skills, and experience sufficient 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 skill 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, and suppliers
10. Maintain a forward looking, anticipatory perspective to be prepared to accurately and efficiently get the job done

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 immediate 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.

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