

Rejuvenation

Job Description



Department	Sales
Position Title	Headquarter, Sales Department Representative
Reports to	Sales Department Manager

Create, develop, and manage relationships on behalf of Eden Foods. Merchandising and purchase of Eden items is the goal.

MAJOR FOCUS

1. Knowledge of Eden foods, the company, and its Sales and company policies
2. Understanding of strategies, priorities, and procedures.
3. Accuracy in complete follow through, timely executed.
4. Courteous, professional countenance in all dealings.
5. Ensure that business with customers is conducted efficiently, consistent with Eden Foods' Ethics, Terms of Sale, Purchase Orders, and Incentive Agreements.
6. Processing of data and paperwork as required.

DUTIES AND RESPONSIBILITIES

1. Reliable availability to interface with customers, team members, and company contacts.
2. Communication with Sales Manager and Regional Reps regarding opportunities, and customer activities and information.
3. Support, accommodate the needs of Eden Regional and Broker Reps promptly by handling requests and inquiries of all kinds. E.g. - information, samples, sales forms, and logistics.
4. Ensure communications are accurate, thoughtful, and consistent with the company's 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 activities and needs.
7. Qualify and activate direct supply to retail brick & mortar stores, and website customers.
8. Know Eden Foods' Quality Control procedures. Communicate information internally as is needed and/or directed.
9. Help manage proper use of company property, including intellectual property such as trademarks. Promptly communicate internally about any issues related to them.
10. Always, date and sign all documents that may pass outside of the Department.

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JOB REQUIREMENTS

- A. Sufficient education to have created a proper foundation for conducting business.
- B. Written and verbal communication skills must be good.
- C. Reliable attendance, reporting, follow-up, and follow through.
- D. Must be willing to learn how to be an asset to the company, the Sales Department, and the company's customers.
- E. Computer skills, and a willing eagerness to learn more; must become proficient in processing data and communicating using company supplied tools.

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.

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