**VANGUARD SOAP JOB DESCRIPTION**

**POSITION TITLE:** Sales Executive **DEPARTMENT:** Sales

**REPORTS TO:** President **MANAGEMENT:** Yes

**PERCENT OF TIME SUPERVISED: <**20% **SHIFT:** 1st

**Salary:** Depends Upon Experience **OVERTIME:** Exempt

**BACKGROUND FOR POSITION:**

Requires smarts, good organization and project management skills, customer orientation, attention to detail, and interest in consumer packaged goods. Experience in retail, design or consumer packaged goods is a big plus. Requires strong technical skills within the Microsoft Office Suite and Photoshop. Must function within a fast-paced multi-tasking environment and interface with internal and external persons, including customers.

**GENERAL DESCRIPTION OF POSITION:**

Support sales department and President with various projects

**SPECIFIC FUNCTIONS OF POSITION:**

1. Drives various sales projects especially new customer development and the implementation of new business.
2. Maintains and updates sales forecast and other reports weekly.
3. Coordinates request for product samples such as scheduling samples with the development lab and then seeing that product samples are made in a timely manner then are packaged and shipped to existing or potential customers.
4. Interacts with customers, establishes relationship and customer needs and opportunities.
5. Actively manage and grow accounts including the pre-existing customer base.
6. Emphasis is on cold calling to generate new business as well as working on account penetration introducing new produce and grocery items
7. Initiating contact with prospective customers and presenting strategies for elevating sales.
8. Manage existing account base and presenting strategies for elevating sales
9. Review sales analysis to determine account profitability
10. Resolve customer complaints regarding sales and service
11. Build and foster working relationships and partnerships within the industry and community
12. Attend appropriate trade shows

**MACHINES OR EQUIPMENT OPERATED:**

All standard office equipment

**MINIMUM EDUCATION OR EQUIVALENT EXPERIENCE REQUIRED:**

* Proven ability to prioritize and achieve goals.
* Excellent attention to details and customer service skills.
* A minimum of 10 years sales experience with major retailers
* An exceptional level of motivation, desire, competitiveness, customer driven focus, time management, multi-tasking and project management skills
* Proven prospecting and follow-up skills
* Excellent verbal and written communication skills and the ability to build rapport quickly
* Strong presentation and negotiation skills
* Bachelor’s degree in a business-related discipline
* Proficient in Microsoft Office and Outlook

**PHYSICAL DEMANDS:**

General good health along with the ability to work at work station for prolong periods and ability to lift up to 25Ibs.

**APPROVAL**

Department Supervisor Date

Department Manager Date

Human Resources Date