

# **Outside Sales Representative**

Position Description

## I. <u>JOB SUMMARY:</u>

• A Outside Sales Representative is responsible for presenting our products and services to potential clients and recommending ways to promote and sell our products.

# II. <u>ESSENTIAL FUNCTIONS:</u>

- Act as a point of contact for existing and potential customers within assigned territory.
- Present our products and services to potential customers.
- Provide customers with promotional materials on different products.
- Responsible for collecting payments from customers.
- Answer customer questions about features, pricing, and additional services.
- Ensure that orders are placed in a timely manner to ensure proper delivery.
- Maintain professionalism while interacting with customers and co-workers.
- Attend monthly sales meetings in Wisconsin Dells.
- Attend the Holiday Wholesale food shows.
- Any other associated function required to complete the tasks assigned by the Manager according to the Team Member's skills and abilities.

## III. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree in business or previous sales experience required.
- Ability to operate computer and scanning devices for placing orders.
- Ability to drive and navigate from one account to another.
- Ability to work independently.
- Excellent verbal and written communication skills.
- Good Math skills.
- Ability to walk, stand, bend, and lift up to 40 pounds.

#### IV. Work Hours:

Flexible work hours.