



JOB DESCRIPTION

TITLE: Sales Representative

DEPARTMENT: Sales

WAGE: \$36,000 to \$44,000 DOE plus commission

GENERAL PURPOSE

Develops business and retains and services clients in portfolio. Interacts with clients and the sales team in a professional and positive manner. Responsible for detailing events, scheduling menu tastings, responding to client questions and inquiries in a timely fashion.

ESSENTIAL DUTIES

- Generates and develops new catering and event clients.
- Maintains and nurtures existing client relationships.
- Responds to all inquiries and requests in a timely and professional manner.
- Prepares and presents proposals and initial BEOs.
- Plans and manages sales area.
- Understands and communicates information regarding Kitchens for Good, event services, and policies and procedures to new and existing clients.
- Possesses and maintains thorough knowledge of catering, banquets and events.
- Continually gathers information on local competition and prevalent industry and business climate within the region; communicates information to management and others as needed.
- Negotiates contracts.
- Ensures that all required client paperwork is complete, accurate, and submitted on time.
- Provides timely and accurate reports as required.
- Attends and participates in team strategic sales meetings.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- Bachelor's degree (B. A.) or equivalent, one to two years of experience, or equivalent combination of education and experience.
- Must be a self-starter and proactive.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Good judgement with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Demonstrated ability to make successful presentations to individuals and/or groups
- Strong organizational skills; able to manage priorities and workflow.
- Ability to work independently and as a member of various teams and committees.
- Ability to calculate figures and amounts such as discounts, interest, commissions, and percentages.
- Excellent problem resolution and consultative sales skills.
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills.
- Ability to prepare reports and business correspondence.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Proficient on Microsoft Office programs (Word, Excel, Outlook); experience with CaterEase is desirable.
- A valid California Driver's License and auto insurance in good standing is required.

WORKING ENVIRONMENT:

Office environment, fast paced, sales driven and team oriented. Driving and outdoor work in varying weather conditions may be required.

PHYSICAL DEMANDS:

Periods of sitting, standing, bending and lifting up to 35 pounds. Some walking both indoors and outside sometimes in inclement weather; some travel.

ACCOUNTABILITY:

For the overall achievement of the above responsibilities, Sales Representative reports to the Executive Director.

We are proud to be an EEO/AA employer M/F/D/V and maintain a drug free workplace and perform pre-employment substance abuse testing upon suspicion and for any positions which require operating a vehicle or heavy machinery.

- Employees are held accountable for all duties of job -

I have read, understood, and agree to all the duties and skills referenced above.

Signature

Date