Refreshment Services, Inc.

JOB DESCRIPTION

Job Title: ACCOUNT SALES REPRESENTATIVE Department: SALES

Reports to: SALES SUPERVISOR Exempt status: EXEMPT

*General purpose of the position:*  Support RSI goals to grow volume and revenue faster than the competition and the annual objectives while controlling cost through increased productivity.

*Duties & responsibilities:*

* Drive company vehicle to customer locations to take orders and enter into handheld computer system. Check utilization of POP, stock levels.
* Make regular sales calls to current customers to increase sales of current product, negotiate better product placement, obtain orders on new products and ensure service satisfaction.
* T-com all orders by daily cutoff time.
* Utilize the CDA accrual system to increase the customer & company profitability.
* Identify and solicit all lost, inactive, or potential new accounts on your assigned route.
* Communicate any customer service or delivery issues to Supervisor.
* Estimate and coordinate the pickup of all breakage, saleable product returns and shells.
* Merchandising duties as needed. Ensure all product dates are within the company’s allowable standards.
* Deliver money from full-service vendors, to the bank.
* Determine POP needed for each site. Create POP and provide to appropriate route driver for delivery to customer location.
* Attend regularly scheduled sales meetings.
* Other duties as assigned.

*Education & experience:*

* High school diploma or GED required.
* Valid driver’s license. Motor Vehicle Record must show no more moving violations than are allowed by our Driver’s license policy.
* Previous sales experience preferred.

*Skills & abilities:*

* Must have strong sales skills.
* Must have strong customer service skills.
* Must have basic computer skills.
* Must be able to follow written and oral instructions.
* Must have basic math skills.
* Must be able to periodically lift up to 60 lbs.

*Physical demands:*

* Periodic lifting of up to 60 lbs.
* Frequent pushing, pulling, bending, stooping, standing, walking, and stair climbing.
* Work in varying job conditions including; heat, cold, damp, wet, inside, outside.