

**Jamestown Brewing Co., Inc.**  
**Job Description**

**Job Title:** Sales Person

**Department:** Operations

**Reports To:** Operations and Sales Manager

**FLSA Status:** Non-Exempt

**Summary:** Promotes and sells products and services on a commission basis through good customer service and effective sales techniques by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Promotes and sells products and services through suggestive sales techniques to meet and surpass profitability goals.\*
2. Provides customer with product price quotations.\*
3. Writes up and processes sales and ensures successful completion and delivery.\*
4. Relays appropriate information to customers to enhance the company's image.\*
5. Researches trends and technical developments through related publications and training sessions to maintain current knowledge and specifically meet customer requests.\*
6. Receives and resolves customer complaints and problems within a timely manner.\*
7. Understands and supports sales policies and procedures to provide proper and effective treatment to all customers.\*
8. Ensures an attractive and orderly company image at all times through effective sales displays.\*
9. Assists in the training of co-workers as assigned.\*
10. Follows up customer sales as appropriate.\*
11. Develops maximum sales potential out of assigned territory through competitive sales techniques and knowledge of the company's products and services as well as the competition's strengths/weaknesses.\*
12. Builds and maintains quality relations with existing assigned accounts and increases account base and volume of sales on a consistent basis.\*
13. Contacts customers via telephone correspondence or in person by traveling as frequently as necessary to meet and surpass profitable sales goals for the company.\*
14. Reevaluates work on an ongoing basis to increase market share.\*

15. Creates customized proposals to meet specific customer requirements in an efficient manner.\*
16. Completes and submits sales reports each week on account activity, outstanding proposals, proposals secured, and proposals lost with complete documentation.\*
17. Provides information and/or follows up on customer as requested.\*
18. Performs other related duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, G-mail, and internet software.

**Education/Experience:**

High school diploma or general education degree (GED); and two to four years related experience and/or training; or equivalent combination of education and experience.

**Knowledge, Skills, and Other Abilities:**

- Conflict management skills
- Time management skills
- Written communication skills
- Ability to objectively evaluate any situation

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, talk or hear, and taste or smell. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to. The employee is frequently exposed to outdoor weather conditions.

The noise level in the work environment is usually loud.