

Position Title:**Red Bull & Liquor Support/Chain Services*****Basic Function of:***

Red Bull & Liquor Support: to meet or exceed pre-determined service expectations in assigned territory. Responsible for both ON premise and OFF premise accounts. To follow thru selling product portfolio, merchandising and fulfilling route management objectives in order to drive volume and profit growth in accounts while maintaining market share. Complete daily, weekly and monthly paperwork. To work within a Team environment.

Requirements:**EDUCATION:**

Required: High School Diploma.

Preferred: Experience in Sales.

EXPERIENCE:

- Entry Level Position- Sales experience preferred.

SKILL, KNOWLEDGE, ABILITIES & QUALIFICATIONS:

- Has the ability to work independently, to lead, direct, motivate, and work well with others in a multi-functional fast paced environment.
- Language Skills include the ability to communicate and give instructions. To be able to understand and communicate clear precise direction. Ability to build relationships through strong interpersonal skills and communicational skills.
- Have the ability to compose standard letters with proper format, grammar, punctuation, and spelling, using all parts of speech. Computer experience MS Office all phases.
- Maintain a well groomed personal appearance. Be able to represent Saratoga in a professional manner within all accounts and within their community.
- Must have a valid driver's license at all times. A dependable vehicle at all times. Minimum \$300,000.00 automobile liability insurance at all times. Must be at least 21 years of age.

PHYSICAL:

- Standing, walking and/or sitting for long periods. The position requires stooping, kneeling, overhead reaching, squatting and crouching as well as driving.
- Ability to lift 50 lbs. on a regular basis and perform repetitive motion tasks.
- Must be able to travel throughout assigned territory as required to meet with expectations.

MENTAL:

- Ability to define problems, collect data, establish facts, draw valid conclusions, address customer communications, formulate solutions, and communicate effectively with entire team.
- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.
- Ability to deal with a variety of situations. Capable of multi-tasking and practicing sound Time Management skills. Due diligence to all paperwork.

Reporting Relationships:

Redbull/Chain Service Manager

Responsibilities:

- To be a Team player.
- Work with our managers to maintain items for our chain stores. Work includes setting up new items, maintaining item pricing, and entering invoices as required into various computer file transmission systems.
- Various office duties including some scanning and filing, preparing mass mailings, etc.
- Maintain our point of sale merchandise.
- Flexibility to also work in the market with our Red Bull and liquor sales teams to periodically merchandise and deliver our products to stores. The position includes lifting and forklift use. A medical card will be required to help deliver product when required.

- Build relationships with all key account personnel, through day to day sales calls and structured entertainment activities.
- Meeting delivery truck at designated accounts. Stock shelves, build displays, rotating of product, filling cold box. Merchandise back room inventory at retail.
- Follow Saratoga guidelines, regarding correct POS usage, sell sheets, case cards, shelf talkers, rebates, display pricing signs. All POS to be current and maintained within store in presentable manner.
- Maintain up to date calendar including any events pertinent to Team.
- Adherence to Employee Handbook, company policies and programs, when and where appropriate.
- To assure customer service standards, satisfaction and relationships are maintained and opportunities for market expansion are identified and taken advantage of.
- All pertinent bi-monthly and monthly reports, recaps, event sheets, supplier trackers, supplier distribution sheets, to be sent in within their designated time frame, completed and accurate.
- Attend all required Saratoga Company functions/if unable must notify supervisor (reason). Attend Company Sales meetings, conference calls, functions within designated area. (Viable to designated area).
- Learn and stay up to date on mobile order software. Maintain iPad within Saratoga Company Policy, any situations with iPad, need to be communicated to IT immediately. Updates must be done daily. Must have Internet capabilities at residence.
- Maintain consistent communication with Supervisor at all times. Chain of command to be followed.
- To grow assigned market shares in accordance with Company goals. To maintain within budgeted amount for designated Team.

Acknowledgment:

I have reviewed and understand the above position description and believe it to be accurate and complete. I also understand and agree that the company retains the right to change this job description at any time, to keep it representative of this functional position.

Red Bull & Liquor Support/Chain Services

Date

Chain Services Manager

Date

Director of Sales

Date