



BUTTER BUDS INC.

Associate Sales Executive

Department: Domestic Sales

FLSA Status: Exempt

Grade/Level: TBD

Work Schedule: 8am to 4pm

Job Status: Full Time

Reports To: Junior Domestic Sales Rep

Amount of Travel Required: Occasional

Positions Supervised: 0

POSITION SUMMARY

The Junior Sales Executive **assists in reaching the sales targets set by the Regional Sales Manager**. They may assist in the implementation of the different sales support activities or initiatives of the company. They may also be assigned to handle phone calls, (whether answering incoming ones or managing outgoing call needs), data entry, email blasts and other sales support activities as needed.

Under the guidance of the Regional Sales Manager the Associate Sales Executive for the Domestic Division is responsible for the sales support activities and marketing of Butter Buds products within a defined territory. These responsibilities will include: developing and maintaining a list of targeted prospects with the goal of increasing customer count as defined by the Regional Sales Manager; introduction of new products into the marketplace; sales presentations to current customers / prospects, using technical, organizational and customer knowledge to influence customers and assist them in applying the products and services to their needs resulting in revenue generation; assisting in major trade shows inside/outside of the defined territory, completion of trip reports. The long-term goal of this position is to evolve into a Regional Sales Manager position in 2-3 years.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to satisfactorily perform each essential function. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

1. Research customer needs and develop application of products and services by determining market strategies and goals for each product and service.
2. Obtaining and coordinating data and information from staff and brokers.
3. Researching and developing lists of potential customers.
4. Performing market research to determine customer needs and providing information to other staff.
5. Evaluating product and service marketability in terms of customers' needs, following up on sales leads and developing leads, maintaining up-to-date understanding of industry trends and technical developments that effect target markets.



6. Establishing and maintaining industry contacts that lead to sales.
7. Working with customer service to establish a communication path with the customer to ensure sales opportunities for products and services.
8. Participate in sales forecasting and planning by researching, developing and maintaining long- and short-range sales and marketing plans, producing regular reports and final plans for Manager's approval, maintaining an up-to-date awareness of strategic plans and procedures to coordinate market plans and monitoring, analyzing, and communicating sales data, via contact management software, to contribute to product/service planning.
9. Develop and maintain communications in a cooperative and professional manner with all levels of staff and customers by communicating openly, honestly and constructively, treating all employees and customers with dignity, respect and courtesy, taking responsibility for and making every effort to resolve communication, trust and respect concerns and problems and asking for information needed to perform job responsibilities.
10. Prepares periodic sales report showing sales volume, potential sales, and areas of proposed client base expansion. Monitors and evaluates the activities and products of the competition.

POSITION QUALIFICATIONS

Competency Statement(s)

- Innovative - Ability to look beyond the standard solutions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Presentation Skills - Ability to effectively present information publicly.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Communication, Written - Ability to communicate in writing clearly and concisely, professionally and technically.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Commitment – Ability to work within company's policies of customer satisfaction and teamwork within a collaborative environment.

SKILLS AND ABILITIES

Education: Bachelor's degree in science, food science, business or marketing.

Experience: N/A

Computer Skills: Proficiency with the Microsoft Office Suite



PHYSICAL DEMANDS

Physical Demands

Stand	F (Frequently)	10 lbs or less	O (Occasionally)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

Legend

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth Perception)
- Sense of Sound (20db minimum)
- Sense of Smell
- Sense of Taste
- Sense of Touch

WORK ENVIRONMENT

This position is primarily carried out in the office and in various Domestic markets.

Prepared by: Jan Koepke, Senior Director Date: 3/31/2022

Department Head Approval Signature: _____ Date: _____

Human Resources Approval: _____ Date: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.