



Job Descriptions

Job Title: Sales Account Manager – On Premise

Job Code: DBI122

Incumbent/Associate Name:

FLSA Job Classification*(3): *hourly* *salaried non-exempt* *exempt*

DBI Job Classification (3) *full-time* *auxiliary/part-time* *temporary*

Reports to Districts Sales Manager

General Purpose: *(Summarize overall purpose of job)*

Make daily service calls to customers on a set area of accounts. Achieve pre-determined goals for volume, distribution, and promotional execution. Uphold product quality freshness initiatives within each account. Execute all standards to DBI “PRIDE” and maintain customer service levels within all accounts.

Essential Functions: *(Core duties or tasks that are fundamental to the performance of the job. That is, if an incumbent could not perform one or more essential functions, the job would not get done. Most jobs have three to eight essential functions. List, in order of importance, the percentage of time the incumbent will devote to each essential function).*

- | | % of Time |
|--|-----------|
| <p>1. <i>Selling – Achieve “Superior Results” as outlined in the Annual Performance Management Assessment (PMA)</i></p> <ul style="list-style-type: none"> - <i>Achieve individual monthly and annual route revenue goals as delivered by the sales department management team</i> - <i>Achieve monthly, quarterly, and annual distribution objectives for both package and draft products as outlined in the monthly sales plan. Work with your DM to develop meaningful sales and creative marketing programs unique to sales route to drive dominance of the company portfolio of brands.</i> - <i>Achieve volume related to targets as set by the internal DBI planned sales forecast. These goals are set monthly to contribute towards the year end goals as directed by the VP of Sales and Marketing.</i> | 50% |
| <p>2. <i>Business Sense & Building Relationships.</i></p> <ul style="list-style-type: none"> - <i>Maintain consistent product quality standards based on allotment and monthly audits</i> - <i>Build strong relationships with accounts by participating/attending on premise promotions</i> - <i>Turn in and update requested paperwork in a timely/accurate manner. Maintain sales book with up to date selling materials and account/manager/owner contact information</i> - <i>Computer based skills to utilize iPad to record orders and transmit wirelessly to the main office for processing accurate inventories, and write good orders with on time transmissions and follow up with your immediate supervisor with any problem.</i> - <i>Maintain Accounts Receivable reconciliation to company standards</i> | 45% |

Secondary Functions: (Non-essential duties or tasks that are not fundamental to the performance of the job. That is, if an incumbent could not perform one or more secondary functions, the job would still get done. List in order of importance and the percentage of time that the incumbent will devote to each secondary function.)

	<i>% of Time</i>
<i>1. Provide outstanding customer service and follow all company policies.</i>	<i>3%</i>
<i>2. Report to work on time as scheduled and attend sales meetings.</i>	<i>1%</i>
<i>3. Performs other duties as assigned.</i>	<i>1%</i>

QUALIFICATIONS/BASIC JOB REQUIREMENTS: *(Specify minimum number of years of job-related experience required; type of degree required; certificates/licensure. Specific skills required, e.g., computer programs, secretarial skills, special machines, etc.)*

FUNCTIONAL/TECHNICAL KNOWLEDGE:

Maintain thorough product knowledge by attending regular in-house training programs. Develop thorough knowledge of and comply with Federal and State regulations concerning the sale and promotion of alcoholic beverages.

COMMUNICATION SKILLS:

Effectively communicate work related issues (merchandising, credit, customer service, operations) with other departments in a timely manner. Secure and relate to management complete information on competitive activities. Demonstrate strong verbal and written communication skills.

SKILLS SET COMPETENCIES:

One year merchandising experience preferred

Preferred minimum 2 to 3 years sales experience, preferably in the beverage industry

Ability to use an iPad to secure retail orders from customers to be transmitted to the office in South San Francisco

Must have a valid driver's license and maintain an acceptable driving record

Maintain a neat, well-groomed appearance creating a favorable image and maintain proper conduct.

AREA OF REQUIRED KNOWLEDGE:

B.A. degree preferred with emphasis in business administration, or equivalent related experience may be substituted for educational requirements.

Must possess strong math, time management and customer service skills

Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or associate from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- | | | |
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| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Ability to Move Distances Within and Between Warehouses/Offices | <input checked="" type="checkbox"/> Lifting 50 Pounds and 170 Pounds on occasion |
| <input checked="" type="checkbox"/> Color Perception (Red, Green, Amber) | <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Carrying 50 Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | <input type="checkbox"/> Ability to Mount and Dismount Forklift/Truck | <input checked="" type="checkbox"/> Driving (local/over the road) |
| <input checked="" type="checkbox"/> Clear Speech | <input checked="" type="checkbox"/> Pushing/Pulling | <input checked="" type="checkbox"/> Bend, squat, sit and stand for prolonged periods of time |
| <input checked="" type="checkbox"/> Touching | | |
| <input checked="" type="checkbox"/> Dexterity | | |
| <input checked="" type="checkbox"/> Hand | | |
| <input checked="" type="checkbox"/> Finger | | |

Mental/Reasoning Requirements:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Reading - Simple | <input checked="" type="checkbox"/> Writing- Complex | <input checked="" type="checkbox"/> Analysis/Comprehension |
| <input checked="" type="checkbox"/> Reading - Complex | <input checked="" type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing - Simple | <input checked="" type="checkbox"/> Basic Math Skills | |

Work Environment:

- | | | |
|---|--|---|
| <input type="checkbox"/> Shift Work | <input checked="" type="checkbox"/> Outside | <input checked="" type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone | <input type="checkbox"/> Extreme Heat - summer temperatures | <input checked="" type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input checked="" type="checkbox"/> Extreme Cold - customer cold boxes | <input checked="" type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Fumes/Odors |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input checked="" type="checkbox"/> Mechanical Equipment | <input checked="" type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside | <input checked="" type="checkbox"/> Electrical Equipment | <input checked="" type="checkbox"/> Dirt Dust |