



DBI Beverage Inc.

Job Descriptions

Job Title: District Sales Manager (San Francisco)

Job Code: DBI040

Incumbent/Associate Name:

Location: San Francisco

Department: Sales

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

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

**determined by HR department/job evaluation process*

Reports to General Sales Manager

General Purpose: (Summarize overall purpose of job)

Primary responsibilities will consist of sales goal attainment, developing sales programs for specific accounts/trade channels, growing revenue, share and profitability. Work with all suppliers to achieve monthly, quarterly and trimester objectives to maximize sales growth and product distribution.

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).

- | | <u>% of Time</u> |
|---|------------------|
| 1. Ride with sales people a <u>minimum</u> of five times per month (door to door). Assess the sales person's strengths and weaknesses and develop a training schedule that addresses individual needs. | 25% |
| 2. Achieve revenue, volume, brand growth, display execution and distribution goals by route. Manage and monitor SAMs' DAR to ensure activities are aligned with monthly initiatives. | 20% |
| 3. Survey 10 core accounts within the district each month. The goal is to detect opportunities and work with each sales representative on areas for improvement. Areas to assess: Display Execution, Shelf Space, Shelf Positioning, and Pricing. Ensure program tracking and entered in VIP Karma. | 15% |
| 4. Develop quarterly training and accomplishment goals by route based on survey results from ride-a-long assessments. | 10% |
| 5. Manage monthly quality assurance budget. Monitor and reduce out of sequence deliveries and below-minimum deliveries. | 10% |
| 6. Daily payroll management to minimize OT and ensure operational efficiencies. Manage bi-weekly payroll as required. Weekly monitoring of MOTUS for accuracy. Ensure all safety and sales trainings required are accomplished on a timely manner. | 5% |
| 7. Follow-up on any credit issue, including communication with the Company's credit department. | 5% |
| 8. Conduct weekly meetings to discuss upcoming priorities, sales plan strategies, market opportunities. | 5% |

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).*

	<u>% of Time</u>
1. <i>Set up new accounts in assigned territory and align supplier and ride with calendars.</i>	2%
2. <i>Follow up on all customer complaints in close coordination with the Sales Managers and Operations to ensure problems are resolved effectively and timely.</i>	2%
3. <i>Perform other duties as assigned</i>	1%

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.)*

ADMINISTRATIVE SKILLS:

Maintain updated sales and distribution information by route for all brands and packages. Complete all internal control records, forms and reports properly and accurately. Maintain budgetary controls and responsibilities.

FUNCTIONAL/TECHNICAL KNOWLEDGE:

Demonstrate thorough knowledge and compliance with Federal and State regulations concerning the sale and promotion of alcoholic beverages.

COMMUNICATION SKILLS:

Coordinate reports, meetings, sales calls, promotions and pricing. Conduct regular sales meetings for assigned staff to review sales and marketing programs as well as company policies and issues. Effectively communicate with other departments on work related issues (delivery, warehouse, credit, merchandising, etc.). Must have strong written and verbal communication skills in order to be able to communicate with diverse audiences.

SKILL SET COMPETENCIES:

Must have a minimum of 3 years of relevant industry experience in a management capacity, preferably in a distribution environment with warehouse, sales, and delivery operations. Must be flexible to work long and irregular hours under pressure conditions as well as maintaining order in an environment of changing priorities. Must demonstrate a thorough knowledge of the principles and practices of business administration including personnel practices, program budgeting, general accounting and fiscal management practices, office procedures and business operating systems. Must possess strong math, time management and customer service skills. Maintain a neat, well-groomed appearance creating a favorable public image and maintain proper conduct.

AREA OF REQUIRED KNOWLEDGE:

A Bachelor's degree in business, management or related field preferred. Equivalent related experience can be substituted for educational requirements.

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.

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

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

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of my position.

Incumbent/Associate: _____ Date: _____

Job Evaluation Requested: yes no

APPROVALS:

Direct Supervisor/Manager: _____ Date: _____

Manager (next level): _____ Date: _____

Human Resources: _____ Date: _____