



SUSTAINABLE FOOD STORAGE

Title: Sales Representative
Reports To: Director of Sales
Status: Non-exempt
Last Updated: May 2019

SALES REPRESENTATIVE

ABOUT BEE'S WRAP:

Bee's Wrap is a quickly growing company that produces and distributes a sustainable alternative to plastic wrap for food storage made from beeswax and cloth. Bee's Wrap is a place of productive and creative work, aiming to provide a place of employment that is engaging, supportive and open-minded. Bee's Wrap is committed to using our business as a vehicle for social change and to bettering the lives of our customers, employees, community and planet. We recently relocated our headquarters to a larger site in Middlebury, Vermont, where all manufacturing, distribution, customer service, and administration are based.

POSITION OVERVIEW:

Bee's Wrap is growing and expanding its sales team! Reporting to the director of sales, the sales representative will help to drive growth and address related challenges as we successfully scale the company. The incumbent will generate sales through the creation of new business, through leads and some cold calls, and the maintenance of existing accounts. The rep will help the director develop and implement a strategic sales plan that will attain and/or exceed goals in alignment with the growth plan while nurturing relationships with both internal and external stakeholders.

All Bee's Wrap employees are expected to carry out their responsibilities with diligence, integrity, transparency of communications and in a collaborative manner with coworkers, customers and vendors. Employees are also expected to have the resolve to uphold the goals, objectives and core principles of the company.

JOB RESPONSIBILITIES:

- Develop, modify, track and execute territory sales plans and specific account strategies in accordance with market needs, trends, company resources and objectives
- Maintain regular contact with all house accounts as assigned, including grocery, gift, kitchen, housewares, corporate gift, co-brand, tabletop and other, prioritizing by size
- Develop and nurture positive relationships with customers small and large alike
- Follow up on all sales inquiries by providing assistance with opening orders for all assigned house accounts
- Communicate with customer service, operations and director on new account setup and post sales maintenance, taking all required steps in servicing new customer needs and maintaining existing accounts
- Deliver sales presentations, providing buyers with a variety of information on company products and prices that will help secure new customers

- Participate in sales and staff meetings as requested to provide an arena for regular communication on matters related to assigned areas of responsibility
- Initiate and complete all reports and requested information within the standard company timeframe
- Present new product introductions
- Generate leads
- Leverage marketing programs by coordinating them with sales efforts; ensure that customers receive all promotional materials in a timely manner and close sales within a designated timeframe
- Merchandise new and existing stores as requested
- Travel, work, and set up/break down trade shows as needed
- May perform a variety of tasks that directly contribute to Bee's Wrap, but may not relate to the primary duties and responsibilities of the job

QUALIFICATIONS:

- One or more years of sales experience, ideally in natural or sustainable consumer products
- Outstanding organizational and follow up skills
- Open to growth and change
- Ability to complete projects with a high level of initiative and autonomy, as well as the ability to work as a team
- Comfortable using common business technology, including website navigation, MS Word, Excel and Powerpoint, and Google Drive
- Great verbal, written and interpersonal communication skills
- Ability to maintain focus and exercise controls that will result in objectives being met on a timely basis
- Ability to evaluate a customer's potential business
- Ability to perform routine business math calculations
- Ability to manage time and deadlines
- Flexibility and openness to performing a diversity of tasks that can fluctuate and change in a growing company
- Related travel experience would be a plus

Working Conditions:

Requires being able to work at a desk (standing up or seated) for long periods of time to use a computer and phone to perform job responsibilities. Also requires helping to unload and store inbound supplies, and lifting packages weighing up to 20 pounds on a monthly basis. Also requires setting up and breaking down trade show booths, including lifting boxes weighing up to 50 pounds.

Travel Requirements:

The rep will travel up to 10% to 15% of the time throughout the company's market areas and work some weekends and evenings as required by the company's trade show schedule. The rep will be away overnight two to three days a month on average and as much as two weeks in months heavy on trade shows, such as February, March, August and September. The rep will be reimbursed for personal car use in conjunction with business travel, which is generally throughout New England, New York and Pennsylvania.