



*GG Distributing, LLC*

Wholesale Beverage Distributor

**WAREHOUSE MANAGER**

**JOB PURPOSE**

Manage and supervise warehouse employees ensuring safe and efficient operation of the warehouse including product receipt, storage, loading and facility and equipment maintenance.

**CLASSIFICATION:** Exempt- Outside Sale

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATION**

- Able to operate a forklift
- Check and verify loads both incoming and outgoing including dunnage
- Track and correct loading errors
- Count physical inventory daily and reconcile with inventory reports
- Ensure that necessary equipment is available and ready each day
- Responsible for ensuring that fleet is maintained and that preventive maintenance is performed as scheduled
- Monitor physical conditions of the facility upon transfer to night Warehouse team
- Ensure that the warehouse, facilities and on-site equipment are secure at all times
- Develop, train, coach and evaluate employee performance
- Load trucks for next-day deliveries
- Adhere to all safety regulations
- Recoup beer that can be salvaged through repackaging
- Oversee layout and product rotation within the warehouse
- Generate creative solutions to problems and opportunities
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully, use reason even when dealing with emotional topics or issues
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments
- Remain open to others' ideas and try new things
- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentation skill; contribute and participate in meetings
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit
- Exhibit confidence in self and others; inspire and motivate others to perform well
- Understand business implications of decisions; demonstrate knowledge of market and competition
- Work within approved budget; conserve organizational resources
- Treat people with respect; keep commitments and work with integrity and ethics; follow policies and procedures and complete administrative tasks correctly and on time
- Prioritize and plans work activities; use time efficiently; set challenging personal goals and objectives



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**WAREHOUSE MANAGER, 2 OF 2**

- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner
- Demonstrate accuracy and thoroughness and completes work in a timely manner
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events
- Be consistently at work and on time; arrive at meetings and appointments on time
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas
- Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; able to write routine reports and correspondence and to speak effectively before groups or employees of the organization
- Able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; able to compute rate, ratio, and percent
- Able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Current state driver's license and COL (if required) and able to meet company auto insurance requirements; must also be able to pass physical exam and drug screening
- Able to regularly lift and/or move up to 45-pound cases and 175-pound kegs

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*



*GG Distributing, LLC*

Wholesale Beverage Distributor

**CHAIN DEPARTMENT MANAGER**

**JOB PURPOSE**

In charge of improving performance of the GG portfolio, within assigned high volume / high potential outlets, by developing and implementing cooler schematics and selling new products, packages, promotions and programs. Performs sales activities in assigned territory to include case sales, distribution, shelf, cold box, pricing, display and promotional programs as planned. Provides leadership, direction and motivation to direct reports.

**CLASSIFICATION:** Exempt- Outside Sales

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Accountable for profitably managing business results (volume, share, profit) for assigned chain accounts
- Develop the account sales plan and facilitate its implementation
- Ensure that products and programs are sold to and executed in chain retailers by coordinating the sales, distribution and program execution through chain buying offices, suppliers, and the sales department
- Responsible for account annual plan and trimester updates, volume and profit forecasts, customer priority and opportunity discovery
- Identify, make and plan imperatives and needed resources
- Call on buyer, retail operations and any internal/external resources that can influence execution applying appropriate presentation and selling techniques
- Communicate call results to sales and delivery organization; coordinate execution
- Penetrates customer organization to identify decision makers and influencers
- Build rapport, trust and credibility
- Bring category knowledge and retail solutions to the customer
- Understand and apply appropriate services and retail solutions
- Guide analyst resources to uncover performance issues and opportunities
- Sell category/space management initiatives
- Possess selling skills to manage the selling process with chain buyers and executives
- Broad-based knowledge of beverage marketing, sales and merchandising strategies
- Can coordinate execution across functions; ability to communicate internally and externally to drive results
- Ability to form value-added relationships with customers, suppliers and co-workers
- Advanced knowledge of category management principles, process, strategy and application
- Ability to synthesize and analyze information from numerous sources and apply to business plans
- Utilize all company selling tools, resources and best practices to secure and maintain current business
- Generate creative solutions to problems and opportunities
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others



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**CHAIN DEPARTMENT MANAGER, 2 OF 2**

- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments
- Remain open to others' ideas and try new things
- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentation skills; contribute and participate in meetings
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit
- Exhibit confidence in self and others; inspire and motivate others to perform well
- Understand business implications of decisions; demonstrate knowledge of market and competition
- Work within approved budget; conserve organizational resources
- Treat people with respect; keep commitments and work with integrity and ethically
- Follow policies and procedures and complete administrative tasks correctly and on time
- Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments
- Demonstrate accuracy and thoroughness and complete work in a timely manner
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events
- Be consistently at work and on time; arrive at meetings and appointments on time
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas
- Ability to read and interpret documents such as safety rules operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence, and to speak effectively before groups of customers or employees of the organization
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, percent and retailer gross profit and margin
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Valid TABC license, current state driver's license and able to meet company auto insurance requirements
- Able to regularly lift and/or move up to 45 pounds.

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*GG Distributing, LLC*

Wholesale Beverage Distributor

**SUPPLY MANAGER/ KEY ACCOUNTS, L-FORMAT**

**JOB PURPOSE**

Is the primary company liaison to assigned suppliers and is responsible for representing supplier interests within the company and to key accounts as well as responsible for developing GG portfolio business in our major grocery and other larger format key accounts.

**CLASSIFICATION:** Exempt- Outside Sale

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Conduct analysis and develop presentations that increase supplier and GG feature and display activity, expand distribution, optimize shelf position and increase volume and market share
- A masterful presenter of sales information who can seamlessly blend a great command of complex analytics with a down-to-earth communication style
- Build collaborative long-term retail partnerships by delivering more value than other suppliers
- Handle paperwork from suppliers and assigned accounts, including monthly pricing sheets, new item forms, schematic changes, etc.
- Initiate regular correspondence to communicate chain account progress and/or setbacks to all impacted supplier and distributor personnel
- Work with supplier reps and sales team to develop and communicate chain execution expectations and standards for key accounts
- Represent the company at supplier meetings and communicate supplier strategy to the sales team
- Lead by example in thoughts and deeds to help raise the team's collective selling skills
- Prepare and submit regular sales and marketing reports as requested by assigned suppliers
- Partner with chain buyers and suppliers to effectively increase sales, promotions and shelf presence to achieve maximum distribution for supplier brands/packages
- Develop and maintain a business partnership with the management and buyers for assigned key accounts; this includes development of presentations for selling ad features, new authorizations, shelf management and managing supplier performance with the chain
- Meet regularly with key accounts to review past GG and supplier brand performance and review shelf sets, authorizations, promotions, etc.
- Keep information on competitive products, promotional matter, sales techniques, pricing and marketing policies; inform company/supplier of competitive activity and conditions that would affect company/supplier interests
- Generate creative solutions to problems and opportunities
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments
- Remain open to others' ideas and try new things



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**SUPPLY MANAGER/ KEY ACCOUNTS, L-FORMAT, 2 OF 2**

- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentation skills; contribute and participate in meetings
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit
- Exhibit confidence in self and others; inspire and motivate others to perform well
- Understand business implications of decisions; demonstrate knowledge of market and competition
- Work within approved budget; conserve organizational resources
- Treat people with respect; keep commitments and work with integrity and ethically
- Follow policies and procedures and complete administrative tasks correctly and on time
- Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner
- Demonstrate accuracy and thoroughness and complete work in a timely manner
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events
- Be consistently at work and on time; arrive at meetings and appointments on time
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas
- Able to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; able to write routine reports and correspondence and to speak effectively before groups of customers or employees of the organization
- Able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, percent and retailer gross profit and margin
- Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Valid TABC license, current state driver's license with clean MVR and able to meet company auto insurance requirements; must also be able to pass physical exam and drug screen
- Able to regularly lift and/or move up to 45-pound cases and sometimes 175-pound kegs

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*



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Wholesale Beverage Distributor

**DELIVERY DRIVER**

**JOB PURPOSE**

Safely and efficiently deliver and merchandise the company's products to retail accounts from a commercial truck.

**CLASSIFICATION:** Exempt

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Execute quality service in accounts including rotation, stocking shelves, replenishing single serve, building displays and organizing products in cold box or back room
- Completion of assigned daily route in a safe, accurate and efficient manner in varying weather conditions and challenging environments (i.e. time stops, stairs, curbs, docks, tight parking lots, etc.)
- Verify truck inventory before leaving and returning to the warehouse and be accountable for all products and/or monies associated with inventory
- Use proper delivery technique and lifting procedure
- Follow all DOT and GG pre-post trip procedures
- Comply with Environmental, Health and Safety (EH&S) laws and regulations along with GG Distributing Company policies and procedures
- Generate creative solutions to problems and opportunities including recommendations regarding routing individual route accounts
- Rotate product during deliveries to ensure all product is in code and fresh and report all close dated product to supervisor
- Review truck load sheet prior to leaving warehouse in order to ensure no loading errors have occurred
- Collect and prepare invoices for daily orders to be delivered
- Collect payment from customers and record transactions on customer receipt
- Obtain customer signature on receipt for deliveries
- Accurately complete daily check-in process at the end of the day and turn in all customer payments
- Prepare pick-up invoice to remove out-of-date, damaged or excess inventory from accounts as needed
- Ensure inside of delivery vehicle is clean at the end of the day and any mechanical issues are promptly reported per GG procedure
- Identify, resolve and develop alternative solutions to problems in a timely manner; use reason even when dealing with emotional topics or issues
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments
- Remain open to others' ideas and try new things
- Speak clearly and persuasively in positive or negative situations; respond well to questions; contribute and participate in meetings



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**DELIVERY DRIVER, 2 OF 2**

- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit
- Exhibit confidence in self and others; inspire and motivate others to perform well
- Demonstrate knowledge of market and competition and report competitive activity to management
- Work within approved budget; conserve organizational resources
- Treat people with respect; keep commitments and work with integrity and ethically
- Follow policies and procedures and complete administrative tasks correctly and on time
- Prioritize and plan work activities; use time efficiently; sets challenging personal goals and objectives
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner
- Demonstrate accuracy and thoroughness and complete work in a timely manner
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events
- Be consistently at work and on time; arrive at meetings and appointments on time
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas
- Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; able to write routine reports and correspondence and to speak effectively before customers or employees of the organization
- Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; able to compute rate, ratio, and percent
- Able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Valid TABC license (if required), clean driving record, current COL and state driver's license and able to meet company auto insurance requirements; must also be able to pass physical exam and drug screen
- Able to regularly lift and/or move up to 45-pound cases and 170-pound kegs

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*





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Wholesale Beverage Distributor

**GENERAL MANAGER, RED BULL**

**JOB PURPOSE**

Develop and execute GG sales strategy for wine and Red Bull through effective leadership and management of direct reports.

**CLASSIFICATION:** Exempt- Outside Sale

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Be responsible for development and execution of programming, promotion and pricing, ensuring consistency with broader company objectives.
- Ensure focus on objectives. Ultimately accountable for meeting company sales and profit objectives.
- Strategically manage the development and implementation of incentives/bonuses. Work with direct reports to ensure appropriate ROI.
- Develop and execute strategies to launch new products or line extensions.
- Act as the key liaison between distributor leadership and suppliers.
- Identify opportunities and monitor key issues for all trade channels.
- Provide prompt response and action to customer complaints and requests.
- Develop and manage implementation of new distribution/volume increase strategies for key brands.
- Identify, grow and maintain key trade/account relationships.
- Manage merchandising programs, and set priorities. Ensure direct reports maintain appropriate presence in key accounts.
- Develop and drive programming, promotion, and pricing execution for account base.
- Monitor and analyze sales reports for key trends and opportunities within the market.
- Ensure a strong pipeline of trade intelligence through "ride withs" and personal visits to key markets and accounts. Develop strategies based on trade intelligence to proactively address issues and to capitalize on favorable trends.
- Forecast future shipment and sales trends. Provide management with market intelligence including sales trends, product developments and competitor activity, and recommend strategies to address these trends.
- Manage market spend to budget, contribution, and ROI objectives.
- Measure success against market and account goals, and provide appropriate feedback and direction to reports and management based on performance.
- Be responsible for managing activities in compliance with state and federal laws and regulations.
- Possess excellent verbal and written communication skills. Strong persuasive presentation skills, including the ability to speak before large audiences both internally or externally, are also required.
- Possess strong negotiation and mediation skills with the ability to influence and motivate others to meet objectives under sometimes-restrictive timelines.
- Be able to develop market/customer strategies, programs, and promotions based on competitive data to meet overall company objectives while meeting customer needs.
- Excellent organization skills, multi-tasking, and project management skills required including the ability to manage multiple-competing priorities.



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Wholesale Beverage Distributor

**GENERAL MANAGER, RED BULL, 2 OF 2**

- Ability to maintain positive work atmosphere by communicating effectively with customers, management, peers, subordinates and suppliers.
- Generate creative solutions to problems and opportunities.
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues.
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others.
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments.
- Remain open to others' ideas and tries new things.
- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentation skills; contribute to and participate in meetings.
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit.
- Exhibit confidence in self and others; inspire and motivate others to perform well.
- Understand business implications of decisions; demonstrate knowledge of market and competition.
- Work within approved budget; conserve organizational resources.
- Treat people with respect; keep commitments and work with integrity and ethically.
- Follow policies and procedures and complete administrative tasks correctly and on time.
- Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives.
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner.
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to deal with frequent change, delays or unexpected events.
- Be consistently at work and on time; arrive at meetings and appointments on time.
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals.
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas.
- Have a valid TABC license and current state driver's license and be able to meet company auto insurance requirements.
- Be able to lift and/or move up to 45-pound cases.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*



*GG Distributing, LLC*

Wholesale Beverage Distributor

**RED BULL SALES MANAGER**

**JOB PURPOSE**

Plan and implement sales and marketing programs, both short and long range for the GG portfolio of brands. Provide leadership, direction and motivation to the Sales & Marketing team to achieve GG sales targets and objectives.

**CLASSIFICATION:** Exempt- Outside Sale

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Develop and implement strategic marketing plans and sales plans and forecast to achieve corporate objectives for volume, profit and share.
- Develop and manage sales/marketing operating budgets.
- Manage and direct staff including recruitment, selection and development to achieve Company goals and objectives.
- Establish service policy for all accounts that ensure customer service needs are met or exceeded.
- Develop and recommend product positioning and pricing strategy to produce the highest possible long-term market share.
- Achieve satisfactory profit margin and market share in relation to preset standards and industry and economic trends.
- Establish an annual sales plan for each brand and key account, monitor performance regularly and adjust tactics as needed to attain goals.
- Ensure effective control of marketing results, and take corrective action to guarantee that achievement of marketing objectives falls within designated budgets.
- Oversee and evaluate market research and adjust marketing, strategy to meet changing market and competitive conditions. Monitor competitor products, sales and marketing activities.
- Establish and maintain relationships with industry influencers and key strategic partners.
- Guide preparation of marketing activity reports and present to executive management.
- Establish and maintain a consistent GG image throughout all product lines, promotional materials, and events.
- Direct sales forecasting activities and set performance goals accordingly.
- Direct staffing, training, and performance evaluations to develop and control sales and marketing programs. Direct market channel development activity and coordinate sales distribution by establishing sales territories, quotas, & goals.
- Represent company at trade association and supplier meetings.
- Meet with key customers, assisting sales representative with maintaining relationships and closing sales.
- Coordinate liaison between sales department and other departments.
- Analyze and control expenditures of Sales department to conform to budgetary requirements.
- Prepare periodic sales report showing sales volume and potential sales opportunities.
- Review and analyze sales performances against programs and plans to determine effectiveness.
- Demonstrate in-depth sales and marketing techniques and financial principles. Ensure a strong pipeline of trade intelligence through "ride withs" and personal visits to key markets and accounts. Develop strategies based on trade intelligence to proactively address issues and capitalize on favorable trends.



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**RED BULL SALES MANAGER, 2 OF 2**

- Be able to communicate orally or in written form effectively with co-management, internal and external customers.
- Prepare and submit regular reports on activities, sales volume and expenses.
- Keep information on competitive products, promotional matter, sales techniques, pricing and marketing policies. Inform executive team of competitive activity and conditions that would affect company interests.
- Generate creative solutions to problems and opportunities.
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues.
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; shares expertise with others.
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments.
- Remain open to others' ideas and tries new things.
- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentation skills; contribute and participate in meetings.
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit.
- Exhibit confidence in self and others; inspire and motivate others to perform well.
- Understand business implications of decisions; demonstrate knowledge of market and competition.
- Work within approved budget; conserve organizational resources.
- Treat people with respect; keep commitments and work with integrity and ethically.
- Follow policies and procedures and complete administrative tasks correctly and on time.
- Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives.
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner.
- Demonstrate accuracy and thoroughness and complete work in timely manner.
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to deal with frequent change, delays, or unexpected events.
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals.
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas.
- Be able to write routine reports and correspondence and to speak effectively before groups of customers or employees.
- Possess a valid TABC license, current state driver's license and be able to meet company auto insurance requirements.
- Be able to regularly lift and/or move up to 45 pounds.

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**RED BULL AREA SALES MANAGER**

**JOB PURPOSE**

Manage, train and motivate assigned sales personnel and plan, organize and direct their activities to achieve established sales and distribution goals and merchandising objectives.

**CLASSIFICATION:** Exempt- Outside Sale

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- On a regular basis, accompany each assigned sales personnel on account calls to train, assist and evaluate sales methods, techniques, and effectiveness of presentations.
- Plan, prepare and conduct follow-up team meetings and training seminars for assigned sales personnel.
- Complete periodic performance evaluations for assigned personnel including feedback, coaching and corrective action when needed.
- Ensure that established company goals and objectives cascade to assigned sales personnel and monitor performance.
- Make key account calls to develop and maintain relationships and promote GG brand portfolio and promotions.
- Ensure that GG merchandising standards are achieved in all assigned accounts including shelf space and position, displays, product rotation, POS visibility, pricing, etc.
- Conduct periodic market surveys and analysis within designated area of responsibility to identify opportunities and develop plans to capitalize on them.
- Prepare and submit regular reports on activities, sales volume and expenses.
- Keep information on competitive products, promotional matter, sales techniques, pricing and marketing policies. Inform company of competitive activity and conditions that would affect company interests.
- Generate creative solutions to problems and opportunities.
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues.
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others.
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments.
- Remain open to others' ideas and try new things.
- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentation skills; contribute and participate in meetings.
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit.
- Exhibit confidence in self and others; inspire and motivate others to perform well.
- Understand business implications of decisions; demonstrate knowledge of market and competition.
- Work within approved budget and conserve organizational resources.
- Work with Red Bull Account Sales Managers in accounts to develop positioned supplier relationships and strengthen market presence.



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**RED BULL AREA SALES MANAGER, 2 OF 2**

- Treat people with respect; keep commitments and work with integrity and ethically. Follow policies and procedures and complete administrative tasks correctly and on time. Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives.
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner.
- Demonstrate accuracy and thoroughness and complete work in timely manner.
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to deal with frequent change, delays, or unexpected events. Be consistently at work and on time; arrive at meetings and appointments on time.
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals.
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas.
- Be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Be able to write routine reports and correspondence and to speak effectively before groups of customers or employees of the organization.
- Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Be able to compute rate, ratio, percent and retailer gross profit and margin.
- Be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Possess a valid TABC license, current state driver's license and be able to meet company auto insurance requirements.
- Be able to regularly lift and/or move up to 45 pounds.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*



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**ACCOUNT MANAGER, REDBULL AND NON-ALCOHOL**

**JOB PURPOSE**

Perform sales activities in assigned territory to include case sales, distribution, shelf, cold box, pricing, display and promotional programs as planned.

**CLASSIFICATION:** Exempt- Outside Sale

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- On a regular basis, accompany each assigned sales personnel on account calls to train, assist and evaluate sales methods, techniques, and effectiveness of presentations.
- Perform functions to obtain sales, secure new business accounts and service the needs of existing sales accounts within assigned territory. This would include delivering product, merchandising activities such as shelf placement, cold box placement, proper pricing, floor displays, and/or promotions.
- Under general direction, solicit business by personally visiting clients, attempting to interest prospective buyers and explaining the merit of product and its application.
- Write orders subject to approval by company. Investigate and resolve customer complaints in accordance with company policy.
- Prepare and submit regular reports on activities, sales volume and expenses.
- Keep information on competitive products, promotional matter, sales techniques, pricing and marketing policies. Inform company of competitive activity and conditions that would affect company interests.
- Work with Red Bull reps in accounts to develop positioned supplier relationships and strengthen market presence.
- Settle cash accounts and invoices with Accounts Receivable in a timely and accurate manner. Generates creative solutions to problems and opportunities.
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues.
- Pursue training and development opportunities to improve skillsets and knowledge required in the position; share expertise with others.
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments.
- Remain open to others' ideas and try new things.
- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentation skills; contribute and participate in meetings.
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit.
- Exhibit confidence in self and others; inspire and motivate others to perform well.
- Understand business implications of decisions; demonstrate knowledge of market and competition.
- Work within approved budget; conserve organizational resources.
- Treat people with respect; keep commitments and work with integrity and ethics.



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Wholesale Beverage Distributor

**ACCOUNT MANAGER, REDBULL AND NON-ALCOHOL, 2 OF 2**

- Follow policies and procedures and complete administrative tasks correctly and on time. Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives.
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner.
- Demonstrate accuracy and thoroughness and complete work in timely manner.
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to deal with frequent change, delays, or unexpected events. Be consistently at work and on time; arrive at meetings and appointments on time.
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals.
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas.
- Be able to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals. Be able to write routine reports and correspondence and to speak effectively before groups of customers or employees of the organization.
- Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Be able to compute rate, ratio, and percent and retailer gross profit and margin.
- Be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Possess a valid TABC license, current state driver's license and be able to meet company auto insurance requirements.
- Be able to regularly lift and/or move up to 45 pounds.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*





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Wholesale Beverage Distributor

**DELIVERY DRIVER, RED BULL**

**JOB PURPOSE**

Safely and efficiently deliver and merchandise the company's products to retail accounts from a commercial truck.

**CLASSIFICATION:** Exempt

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Execute quality service in accounts including: rotation, stocking shelves, replenishing cold equipment, building displays and organizing products in cold box or back room.
- Complete assigned daily route in a safe, accurate and efficient manner in varying weather conditions and challenging environments (i.e., time stops, stairs, curbs, docks, tight parking lots, etc.).
- Verify truck inventory before leaving and returning to the warehouse and be accountable for all products and/or monies associated with inventory.
- Use proper delivery technique and lifting procedure.
- Follow all DOT and GG pre/post trip procedures.
- Comply with Environmental, Health and Safety (EH&S) laws and regulations along with GG Distributing Company policies and procedures.
- Generate creative solutions to problems and opportunities including recommendations regarding routing individual route accounts.
- Rotate product during deliveries to ensure all product is in code and fresh and report all close dated product to supervisor.
- Review truck load sheet prior to leaving warehouse in order to ensure no loading errors have occurred.
- Collect and prepare invoices for daily orders to be delivered.
- Collect payment from customers and record transactions on customer receipt.
- Obtain customer signature on receipt for deliveries.
- Accurately complete daily check-in process at the end of the day and turn in all customer payments.
- Prepare pick-up invoice to remove out-of-date, damaged or excess inventory from accounts as needed.
- Ensure inside of delivery vehicle is clean at the end of the day and any mechanical issues are promptly reported per GG procedure.
- Identify, resolve and develop alternative solutions to problems in a timely manner; use reason even when dealing with emotional topics or issues.
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others.
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments.
- Remain open to others' ideas and try new things.
- Speak clearly and persuasively in positive or negative situations; respond well to questions; contribute and participate in meetings.



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Wholesale Beverage Distributor

**DELIVERY DRIVER, RED BULL, 2 OF 2**

- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit.
- Exhibit confidence in self and others; inspire and motivate others to perform well.
- Demonstrate knowledge of market and competition and report competitive activity to management.
- Work within approved budget; conserve organizational resources.
- Treat people with respect, keep commitments and work with integrity and ethically.
- Follow policies and procedure and complete administrative task correctly and on time.
- Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives.
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner.
- Demonstrate accuracy and thoroughness and complete work in timely manner.
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to deal with frequent change, delays, or unexpected events.
- Be consistently at work and on time; arrive at meetings and appointments on time.
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals.
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas.
- Be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Be able to write routine reports and correspondence and to speak effectively before customers or employees of the organization.
- Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Be able to compute rate, ratio, and percent.
- Be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Possess a valid TABC license (if required), clean driving record, current COL and state driver's license and be able to meet company auto insurance requirements; must also be able to pass physical exam and drug screen.
- Be able to regularly lift and/or move up to 45pound cases and 170-pound kegs.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*



*GG Distributing, LLC*

Wholesale Beverage Distributor

**DELIVERY/MERCHANDISING ROUTE SUPERVISOR**

**JOB PURPOSE**

Safely and efficiently supervise the delivery of the company's products to retail accounts from a commercial truck. Oversee that all grocery stores receive service on a daily basis. Manage employees' time and payroll. Organize delivery and merchandising routing. Work with sales team and administration on special events, box sets, and new accounts. Hold regular safety and team building meetings. Manage fleet maintenance and mechanical issues.

**CLASSIFICATION:** Exempt

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Supervise and execute quality of service in accounts including: rotation, stocking shelves, building displays and organizing products.
- Supervise the completion of assigned daily routes in a safe, accurate and efficient manner in varying weather conditions and challenging environments (e.g., time stops, stairs, curbs, docks, tight parking lots, etc.).
- Ensure drivers manage truck inventory before leaving and returning to the warehouse and hold them accountable for all products and/or monies associated with inventory.
- Assist with route relief as necessary; may include running a complete route as necessary.
- Possess the knowledge and ability to coach drivers regarding route navigation and delivery technique.
- Follow and enforce all DOT and GG pre/post trip procedures.
- Comply with and enforce Environmental, Health and Safety (EH&S) laws and regulations along with GG Distributing Company policies and procedures.
- Generate creative solutions to problems and opportunities including recommendations regarding routing individual route accounts.
- Lead weekly driver information and safety meetings.
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues.
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others.
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments.
- Remain open to others' ideas and try new things.
- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentations skills; contribute and participate in meetings.
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit.
- Exhibit confidence in self and others; inspire and motivate others to perform well.
- Understand business implications of decisions; demonstrate knowledge of market and competition.
- Work within approved budget; conserve organizational resources.
- Treat people with respect; keep commitments and work with integrity and ethically.
- Follow policies and procedures and complete administrative tasks correctly and on time.



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Wholesale Beverage Distributor

**DELIVERY/MERCHANDISING ROUTE SUPERVISOR, 2 OF 2**

- Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives.
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner.
- Demonstrate accuracy and thoroughness and complete work in timely manner.
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to deal with frequent change, delays, or unexpected events.
- Be consistently at work and on time; arrive at meetings and appointments on time.
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals.
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas.
- Be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Be able to write routine reports and correspondence and to speak effectively before customers or employees of the organization.
- Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Be able to compute rate, ratio, and percent.
- Be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Possess a valid TABC license (if required), clean driving record, current COL and state driver's license and be able to meet company auto insurance requirements.
- Be able to regularly lift and/or move up to 45-pound cases and 170-pound kegs.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*



*GG Distributing, LLC*

Wholesale Beverage Distributor

**RELIEF DRIVER**

**JOB PURPOSE**

Safely and efficiently deliver and merchandise the company's products to retail accounts from a commercial truck. Cover both driver and assistant positions for vacations. Properly run routes as the driver would. Be able to run route palm and manage money received for product. This is a pre-delivery driver position to help build the employee's knowledge of the responsibilities and demands of running a delivery route. Must be comfortable running different routes from week to week.

**CLASSIFICATION:** Non-Exempt

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Execute quality service in accounts including: rotation, stocking shelves, replenishing single serve, building displays and organizing products in cold box or back room.
- Completion of assigned daily route in a safe, accurate and efficient manner in varying weather conditions and challenging environments (e.g., time stops, stairs, curbs, docks, tight parking lots, etc.).
- Verify truck inventory before leaving and returning to the warehouse and be accountable for all products and/or monies associated with inventory (e.g., add on/kegs).
- Use proper delivery technique and lifting procedure.
- Follow all DOT and GG pre/post trip procedures.
- Comply with Environmental, Health and Safety (EH&S) laws and regulations along with GG Distributing Company policies and procedures.
- Generate creative solutions to problems and opportunities including recommendations regarding routing individual route accounts.
- Rotate product during deliveries to ensure all product is in code and fresh and report all close-dated product to supervisor.
- Review truck load sheet prior to leaving warehouse in order to ensure no loading errors have occurred.
- Collect and prepare invoices for daily orders to be delivered.
- Collect payment from customers and record transactions on customer receipt.
- Obtain customer signature on receipt for deliveries.
- Accurately complete daily check-in process at the end of the day and turn in all customer payments.
- Prepare pick-up invoice to remove out-of-date, damaged or excess inventory from accounts as needed.
- Ensure inside of delivery vehicle is clean at the end of the day and any mechanical issues are promptly reported per GG procedure.
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues.
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others.
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments.
- Remain open to others' ideas and try new things.
- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentations skills; contribute and participate in meetings.



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Wholesale Beverage Distributor

**RELIEF DRIVER, 2 OF 2**

- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit.
- Exhibit confidence in self and others; inspire and motivate others to perform well.
- Understand business implications of decisions; demonstrate knowledge of market and competition and report competitive activity to management.
- Work within approved budget; conserve organizational resources.
- Treat people with respect; keep commitments and work with integrity and ethically.
- Follow policies and procedures and complete administrative tasks correctly and on time.
- Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives.
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner.
- Demonstrate accuracy and thoroughness and complete work in timely manner.
- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to deal with frequent change, delays, or unexpected events.
- Be consistently at work and on time; arrive at meetings and appointments on time.
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals.
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas.
- Be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Be able to write routine reports and correspondence and to speak effectively before customers or employees of the organization.
- Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Be able to compute rate, ratio, and percent.
- Be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Possess a valid TABC license (if required), clean driving record, current COL and state driver's license and be able to meet company auto insurance requirements; must also be able to pass physical exam and drug screen.
- Be able to regularly lift and/or move up to 45-pound cases and 170-pound kegs.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*



*GG Distributing, LLC*

Wholesale Beverage Distributor

**OFF-PREMISE MERCHANDISER**

**JOB PURPOSE**

Ensure that proper levels of product are in stock, maintained, displayed, and rotated correctly in large and small format stores. The primary responsibility is to effectively service all customers in a safe, productive, and professional manner.

**CLASSIFICATION:** Non-Exempt

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Rotate product from back stock to shelf, display or cold vault locations.
- Review code dates of all product when servicing every customer.
- Pull any dented, dirty, damaged or out of code product from the shelf, display or cold vault.
- Notify sales team for pick up and/or exchange of any dented, damaged or out of code product, as well as any out of stock items.
- Ensure that all product is placed in compliance with shelf schematics in chain and independent retail locations.
- Make certain that all cold equipment, racks, displays and all Point of Sale materials are current, clean and presented in a premium manner according to product standards.
- Establish and maintain friendly and professional relationships with retailers and customers.
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues.
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others.
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments.
- Remain open to others' ideas and try new things.
- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentations skills; contribute and participate in meetings.
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit.
- Exhibit confidence in self and others; inspire and motivate others to perform well.
- Understand business implications of decisions; demonstrate knowledge of market and competition and report competitive activity to management.
- Work within approved budget; conserve organizational resources.
- Treat people with respect; keep commitments and work with integrity and ethically.
- Follow policies and procedures and complete administrative tasks correctly and on time.
- Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives.
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner.
- Demonstrate accuracy and thoroughness and complete work in timely manner.



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Wholesale Beverage Distributor

**OFF-PREMISE MERCHANDISER, 2 OF 2**

- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to deal with frequent change, delays, or unexpected events.
- Be consistently at work and on time; arrive at meetings and appointments on time.
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals.
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas.
- Be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Be able to write routine reports and correspondence and to speak effectively before customers or employees of the organization.
- Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Be able to compute rate, ratio, and percent.
- Be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Possess a valid TABC license (if required), clean driving record, current state driver's license and be able to meet company auto insurance requirements; must also be able to pass physical exam and drug screen.
- Be able to regularly lift and/or move up to 45-pound cases and 170-pound kegs.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*





*GG Distributing, LLC*

Wholesale Beverage Distributor

**CHAIN ACCOUNT MANAGER**

**JOB PURPOSE**

Lead the chain account sales charge as the sales contact for Key Account Chains by developing close relationships with the customers and ensuring their satisfaction. Execute sales initiatives to a defined list of key accounts and serve as their primary contact.

**CLASSIFICATION:** Exempt- Outside Sale

**JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS**

- Attain sales quotas for chain accountabilities.
- Demonstrate sales best practices.
- Manage expenses in the chain accounts to meet and exceed financial goals.
- Create sales tools for use in chain accounts as well as for the sales team.
- Implement the sales system defined by GG for key accounts.
- Maintain professional and technical knowledge by reviewing professional publications, establishing personal networks, and participating in professional societies.
- Establish and maintain friendly and professional relationships with retailers and customers.
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues.
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others.
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments.
- Remain open to others' ideas and try new things.
- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentations skills; contribute and participate in meetings.
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit.
- Exhibit confidence in self and others; inspire and motivate others to perform well.
- Understand business implications of decisions; demonstrate knowledge of market and competition and report competitive activity to management.
- Work within approved budget; conserve organizational resources.
- Treat people with respect; keep commitments and work with integrity and ethically.
- Follow policies and procedures and complete administrative tasks correctly and on time.
- Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives.
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner.
- Demonstrate accuracy and thoroughness and complete work in timely manner.



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**CHAIN ACCOUNT MANAGER, 2 OF 2**

- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to deal with frequent change, delays, or unexpected events.
- Be consistently at work and on time; arrive at meetings and appointments on time.
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals.
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas.
- Be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Be able to write routine reports and correspondence and to speak effectively before customers or employees of the organization.
- Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Be able to compute rate, ratio, and percent.
- Be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Possess a valid TABC license (if required), clean driving record, current state driver's license and be able to meet company auto insurance requirements; must also be able to pass physical exam and drug screen.
- Be able to regularly lift and/or move up to 45-pound cases and 170-pound kegs.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.*