



GG Distributing, LLC

Wholesale Beverage Distributor

ACCOUNT SALES MANAGER, BEER

JOB PURPOSE

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

CLASSIFICATION: Exempt- Outside Sales

JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS

- Perform functions to obtain sales, secure new business accounts and service the needs of existing sales accounts within assigned territory. This would include sales and merchandising activities such as shelf placement, cold box placement, proper pricing, floor displays, promotions and product rotation.
- Under general direction, solicit business by personally visiting clients, selling prospective buyers the full portfolio of GG brands.
- Achieve established sales, distribution and merchandising objectives.
- Plan, book and coordinate the installation of POS to improve brand visibility.
- Write orders according to established company procedures.
- Investigate and resolve customer complaints in accordance with company policy.
- Prepare and submit regular reports on activities, sales volume and expenses.
- Meet minimum internal audit standards by maintaining accurate account records.
- 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.
- Achieve monthly business objectives for the brewery and maintain their quality standards.
- Develop customer relationships to be perceived as a preferred supplier.
- 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; 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.
- Demonstrate knowledge of market and competition.
- Work within approved budget; conserve organizational resources.



GG Distributing, LLC

Wholesale Beverage Distributor

ACCOUNT SALES MANAGER, BEER, 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.