

Trazza Fine Labanese Food Job Description

Job Title: Sales and Customer Relations Associate

Reports To: General Manager

Summary: Introduces and/or reaffirms customers of a business or retail store about Trazza products manufactured in our facility. Present our products in a way that highlights our company's culture and core values, which are built upon a spirit of service, integrity, and positive attitude. Educates customers about Trazza's identity as a company, as well as our products, including nutritional information and benefits and plan and schedules blocks of time for products to be demonstrated as well as serves as liaison to store managers, buyers, and marketing/promotion managers at all locations Trazza serves by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Represents Trazza in a positive manner, makes a powerful first impression, and engages customers in conversation and emails to learn more about Trazza's products.*
2. Creates and enters customer and account data using Microsoft Excel spreadsheets.*
3. Builds long-term relationships with store managers, buyers, and marketing/promotion personnel.*
4. Maintains operations by following policies and procedures and reporting needed changes.*
5. Expands venues for promotional opportunities.*
6. Monitors sales trends and analyze results.*
7. Responsible for having a high-degree of ownership.*
8. Maintains a humble team spirit, participating in management meetings as necessary.*
9. Works with customers to find what they want, create solutions, and ensure a smooth sales process.*
10. Suggests related and new items to existing customers.*
11. Protects organization by keeping valuable information confidential.*
12. Explores opportunities for avenues of future growth and expansion for Trazza.*
13. Plans and participates in effective communities' venues and food shows/events.*

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, internet software, Dropbox, and QuickBooks.

Education/Experience:

High school diploma or general education degree (GED); or two to four years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

- Valid driver's license
- Food handler's permit

Knowledge, Skills, and Other Abilities:

Optimism and can-do attitude

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, and use hands. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather), work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, extreme cold (non-weather), extreme heat (non-weather), and risk of electrical shock.

The noise level in the work environment is usually quiet to moderate.

1. Set up Demo schedule with our Demo Team Members. Share sales dates with our demo Team Members.
2. Choose the products that we need to demo at each store and express the reason why these products?
3. Review the effects of the demos at each store with sales after demos are done.
4. Set up and submit upcoming sales with our customers. Choosing the discount price and the products and what is the reason for choosing as such?
5. Touch base with the customers and inform them with the upcoming sale via phone and email.
6. Review the sales effect with our sales afterward and for the weeks to come.
7. Review and analyze month to month and year to year stores' performance.
8. Look for opportunities to grow with each of our existing customer.
9. Make weekly calls to our customers that receive from our partners; OGC, Charlie's Produce, and DPI.
10. In our Orders Trazza email account to make sure that all the emails of our stores and buyers are current and present.
11. Learn about our competitions. Who are they, their retail pricing at each store. Their performance? Do they place their products on sale and when.
12. Help me to prepare and introduce our first Organic Hummus product. Our Classic Organic Original Hummus