



# SALES REPRESENTATIVE

Division/Department: Administration
Shifts: Monday – Friday
Job title: Sales Representative
Reports to: CEO

<b>Level/Grade:</b> Management	<b>Type of Position</b> <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<b>Hours</b> <u>  40  </u> /week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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## **Purpose/ Scope of Position**

High Desert Milk focuses on quality in and around us. Our member owners focus on quality from the barn to finished product. We are a small local company that is providing quality dairy products globally.

Our Sales Rep position is fitted for a highly motivated, goal-oriented salesperson that seeks to develop and acquire new sales while supporting current customer base. This person will understand the dairy market, products and sees the potential in new markets globally. Focus will be on new customer development and e-commerce sales while maintaining ethical business practices.

## **Responsibilities/Duties (inclusive of but not limited to):**

- Build and maintain existing and new customer business through exceptional customer service skills.
- Collaborate in a team environment for the betterment of the sales team and company.
- Willing to travel 25-30% of the time.



- Advises on documentation procedures and certifies commercial documents that are required by foreign countries.
- Understands and provides timely information on pricing, contracts, and market changes.
- Build customer base for e-commerce sales of new and existing products.
- Maintain accurate and timely expense reports.
- Responds in a timely manner to customer concerns.
- Attend and/or participate relevant trade shows and similar events.
- Provide written reports to management.
- Represent High Desert Milk in a professional and ethical manner.
- Develop and achieve sales goals.
- Perform other duties and responsibilities as assigned.

### **Education/Training**

- Bachelor's degree or above in Business, Marketing, or Agribusiness preferred.
- 1-3 years in outside sales with proven track record of success, preferably in dairy industry.
- Must have and maintain a valid driver's license and passport.

### **Skills/Qualifications**

- Must be willing to relocate. Will work out of our Burley, Idaho office.
- Must be willing to travel 30% + of time domestic and some international.
- Excellent networking abilities
- Strong problem solving, crucial conversation and collaboration skills.
- Proficient computer skills
- Careful about detail and thorough in completing work tasks.
- Excellent verbal and written communication skills.
- Maintain a high degree of integrity and honesty.
- Strong communication and interpersonal skills.
- Strong leadership skills.
- Exceptional time management skills.
- Ability to work under pressure.

### **Salary**

- 40,000 – 60,000/year

### **Benefits**

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting



periods.

**Version: April 2021**