

Sales Representative Position Description



Job Title: Sales Representative

Reports To: Company Directors

Salary: \$32 per hour

Award: Clerks - Private Sector Award (MA000002)

Hours: Permanent part-time, 16 hours per week, Wednesday to Friday. Flexible hours.

Location: Work from home with some hours at the brewery, 884 Humffray St S, Mount Pleasant. The position also involves some travel in and around the Ballarat district.

Purpose

The Sales Representative's purpose is to

- raise the profile of the company
- expand our retail and wholesale sales base
- develop and maintain processes in support of sales functions
- maintain a customer relationship database with customer details, interactions and follow-up schedule
- maintain an intimate knowledge of the company ethos and our products

Key Responsibilities and Duties

- Assist in obtaining customers through onsite visits, cold calling and follow-up conversations
- Use software tools such as the CRM (Customer Relationship Management) and accounting (Xero) tools to invoice, quote, track customer contacts and associated follow-up tasks
- Maintain sales material including price lists, product brochures and related web content

Competencies

- Experience in a similar role
- Using a computer, including email, spreadsheets, file management...
- Communication skills...
- Self motivated, able to work autonomously
- Hold a driver's licence
- A passion for craft beer

Cubby Haus Brewing P/L, 884 Humffray St South, Mount Pleasant, Vic.

info@cubbyhausbrewing.com.au

ABN 23 601 970 825