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Job Posting

In House Sales Associate

Date Posted: March 15, 2023

Location: Botanical Interests, Broomfield, Colorado

Please Contact

Morgan McMillan

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(720) 880-7297

Compensation:

\$55,000 base plus commission structure

Position Summary: Manage accounts throughout the country that do not have a local independent sales representative

Report to/Supervisor: Sales Department Manager/ Territory Manager

Primary Areas of Responsibility:

- Establish relationships with all House accounts to promote Botanical Interests.
- Manage House account Initial Order process.
- Manage reorders throughout the season for all House accounts.
- Manage End of Season process for all guaranteed terms House accounts.
- Work with Territory Managers to evaluate all House accounts to improve profitability and increase sales.
- Document all contacts with accounts through Salesforce CRM.
- Provide material support for Territory Manager, i.e., mailings, samples sent out to potential new customers.
- Provide material support for all independent sales representatives, i.e., additional sales material requests.
- Assist with new season materials for all sales representatives, working with Sales Department Assistant.
- Answer incoming Wholesale inquiry calls, directing prospective new customers to Territory Managers.

Expectations:

- Adhere to Botanical Interests core values: Quality, Timeliness, Efficiency, Planning, Teamwork, Respect, Pride, and Fairness.
- Strong phone skills needed.
- Strong computer skills needed; CRM experience required.

Secondary/Back-Up Areas of Responsibility:

Attend/represent BI at trade shows as needed/approved