

Job Description

Position Title: Sales Team Associate
Department: Sales
Location: Walnut, CA
Reports to: Sales Manager

FLSA Status: Non-Exempt
Date Last Modified: January 1, 2023
Current Incumbent(s):

General Position Summary

This position is responsible for performing sales and customer service tasks with distributors as well as general Sales team support.

Essential Job Functions

SALES PROMOTION

- Creates and maintains databases.
- Receives and maintains records of all distributor purchases.
- Communicates expected delivery dates with distributors and retailers.
- Coordinates with Shop Support to support retail Sneak Preview events and collect orders as needed.
- Shares all sales information with company staff, distributors and retailers when necessary.
- Supports Monthly Tournament Shipping as needed.
- Resolve distributors and retailer inquiries and claims.
- Ensures all shop-related event support emails are processed in a timely manner.
- Analyzes the TCG market and reports trends.
- Reports all activities to the Sales Team Leader/Manager
- Seeks assistance from the Sales Manager for any issues that arises.

EVENT ATTENDANCE

- Attends distributor open house when required.
- Attends all major Bushiroad conventions.
- Attends all major Bushiroad tournaments and be an official judge when necessary.
- Reports any irregular activities/claims to the General Manager.
- Organizes promotional activities at each event.

OTHER & MISCELLANEOUS

- Seeks constant improvement, increases efficiency and reduces expenses in work processes.
- Performs special projects and other miscellaneous duties as assigned by management.
- Maintains high ethical standards in the workplace.
- Reports all irregular issues and problems to management for solution.
- Maintains good communication with management, office staff members and outside contacts.
- Complies with all company policies and procedures.
- Contributes and supports organization as a whole including other departments/teams.
- Responsible for maintaining a clean and safe working area.

Qualifications

Education Experience

- Bachelor's degree (B.A.) from four-year College or university; or equivalent combination of education and experience required.

Work Experience

- One to three years in a sales or promotional field is preferred.

Certificates / Licenses

- Driver's license required.

Work Environment & Physical Demands

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this position.

Work Environment:	Office
Noise Levels:	Moderate

Tools & Equipment

- General office equipment including phones, fax, copier, personal computer, printer, scanner, etc.
- Software includes the use of Windows operating system and MS Office.

Travel & Driving Requirements

The following travel and driving requirements are required of the incumbent into this position.

Local Travel:	Yes, Occasionally
Domestic Overnight Travel:	Yes, Occasionally
International Travel:	Yes, Rarely
Vehicle driving requirements:	Automobile
Driving Safety Requirements:	Observe speed limits and obey all road signs, as well as keep driving records (i.e., mileage and gas receipts).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully carry out the essential job functions of this position.

Physical Demands:											
Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.			X			Reach over shoulder			X		
11 - 20 lbs.			X			Reach over head			X		
21 - 50 lbs.		X				Reach outward			X		
51 - 100 lbs.		X				Climb		X			
Over 100 lbs.	X					Crawl		X			
Pushing/Pulling						Other					
Under 10 lbs.			X			Kneel			X		
11 - 20 lbs.			X			Squat			X		
21 - 50 lbs.			X			Sit				X	
51 - 100 lbs.		X				Walk - Normal Surface				X	
Over 100 lbs.	X					Walk - Uneven Surface			X		
Driving						Vision Requirements					
Automatic Trans.			X			Close vision - 20 inches or less				X	
Manual Trans.		X				Distance vision - 20 feet or more				X	
Other						Other					
Keyboard/Ten Key					X	Color vision - identify & distinguish colors				X	
Fingering (fine dexterity)				X		Peripheral vision		X			
Handling (grasp, hold)		X				Depth perception		X			
Repetitive Motion - hands			X			Ability to adjust focus				X	
						<p><i>Key (based on typical workweek):</i> N - Never R - Rarely (Less than 1 hour/week) O - Occasional (1% - 1/3rd of time) F - Frequently (more than 1/3rd & up to 2/3rd of time) C - Constantly (more than 2/3rd of time)</p>					

The above job description identifies the essential job functions and skills needed by the person or persons assigned to this position. These job functions and skills are not intended to be a complete and exhaustive list of all responsibilities, duties and skills required. The information contained herein is subject to change at the company's discretion.

Employee Signature

Date

Supervisor Signature

Date