JOB TITLE: Sales Operations Lead

DEPARTMENT: Sales

SUPERVISOR: Sales Support Manager

ABOUT ACE DISTRIBUTING

Ace Distributing is a leading beverage wholesaler in South Central Pennsylvania. Thousands of local Pennsylvanians are touched by Ace Distributing's extensive portfolio, ensuring the delivered happiness to society. Ace Distributing has been nominated for the Craft Beer Distributor of the Year Award nationally through the Brewers Association & National Beer Wholesalers Association, through the recommendation of its brewery and retail partners.

POSITION SUMMARY

The role of the Sales Operations Lead at Ace Distributing is to support the ordering quality process and Quality control in the trade.

KEY FUNCTIONS

- Field incoming inquiries (phone/email) from account interested in purchasing our products
- Execute daily call assignments to initiate and support assigned accounts.
- Execute the targeted volume goals to meet and exceed expectations.
- Accurately track and report call types and service issues
- Maintain knowledge of internal systems
- Converse with customers in a manner that supports Ace Distributing's mission and builds trust with our customers
- Display proficient knowledge of Ace Distributing's family of brands to continuously provide valuable resources to retail partners.
- Display ability to stay abreast of industry and market trends to provide a valuable resource to retail partners.
- Ensure invoice accuracy
- Time spent daily in trade validating fresh product is represented in the trade

OTHER FUNCTIONS

- Must comply with other duties as assigned by supervisor.
- Sunday – Thursday work schedule

PREFFERED JOB REQUIREMENTS

- Graduation from high school or GED equivalent.
- Sales Experience
- Relationships -- Proven ability to sell while building strong relationships with customers
- Communication – Superior interpersonal skills.
- Proficient problem solving, influence and negotiation skills

- Computer Literacy --High computer skills, familiarity with and Microsoft office programs

WORKING CONDITIONS

The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Ace Distributing and the employee is an at-will relationship.