**Job Description**

**Catering/Wholesale – Sales and Account Rep**

**Position Description and Essential Functions**

The Sales/Account Representative for Catering and Wholesale is responsible for the promotion, sale, and growth of the catering and wholesale business units of Crossroads Market. This position works closely with the Prepared Foods Manager as well as the General Manager to ensure the department strategy is executed. Due to the nature of this business, this position will need to work flexible hours including evenings and weekends, as required. This is a sales role, paid on a base salary, plus commissions, and bonus opportunities based on sales goals.

**Job Requirements and Expectations**

* Execute the sales strategy to meet growth goals.
* Engage potential and previous customers to grow the business.
* Schedule and attend events to promote the catering and wholesale business including but not limited to wedding shows, local events, and pop-up promotions.
* Meet sales goals and increase awareness and profitability by working closely with the General Manager, Marketing department, and COO to meet corporate financial strategies.
* Knowledge of catering, wholesale, and logistics, casual and fine dining, buffet, and banquet management, including high-volume activity.
* Work alongside Prepared Foods Manager, General Manager, and Marketing department on overall promotion strategy and marketing initiatives.
* Excellent interpersonal and communication skills and excels in client/customer, guest, and employee relations. This includes in-person speaking, writing, and phone/email communication.
* Excellent time management and organizational skills. Adapt well to dynamic change and be driven to get the job done with excellence in a timely manner.
* Utilizes the tools, processes, and procedures in place to execute, track, and manage all quotes, sales, and follow up with catering and wholesale customers.
* Demonstrate eagerness, enthusiasm, optimism, passion, and integrity in all aspects of this position.
* Presents self and the business in a professional, polished manner.

Reports to General Manager

\* The above list is not an all-inclusive list of duties and/or requirements.  You will be expected to perform various tasks as required by the customer.  As business objectives changes, so too may the duties.