

Relief Route Manager

Summary:

The Relief Route Manager assures effective distribution of assigned company products and attainment of designated sales objectives by carrying out duties and responsibilities of selling, servicing and merchandising of company products.

Essential Duties and Responsibilities:

- Adheres strictly to account service schedule and route assignments.
- Perform accounts receivable/collection function; develop a working knowledge of credits, reporting credit problems or complaints. Check daily manifest for accuracy of transmission, making corrections before product delivery. Knowing what credit procedure and/or policy applies, prior to product delivery.
- Check credit daily. Establish payment arrangements with delinquent accounts. Deliveries will not be made, until cash or certified check is received on return checks.
- Pull forward, stock and rotate products as necessary and/or required, adhering to the company rotation policy.
- Inventory of company products within accounts. Adhering to the company policy, check code dates, making written notation of codes for follow-up (quality audits).
- Communicate advertising, prices, company/brewery programs, and sales trends with customers, assisting with developing and implementing strategic business development initiatives for customers, while increasing sale of Commercial Distributing's products.
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Other Responsibilities:

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Skills and Specifications

- Strong organizational and interpersonal skills
- Exceptional written and verbal communication skills
- Goal/Detail oriented; ability to meet strict deadlines
- Ability to multi-task and work independently
- Ability to interact with diverse clientele and staff

Educations and Qualifications:

- High school diploma is required
- Territory management
- Client Relationships
- Self-Confidence
- Product knowledge is strongly preferred

Computer Skills:

If necessary for job.

Environmental Factors/Physical Demands: (If necessary)

Employee Signature _____

Print Name _____ Date: _____