

Y LO Epicure
Position Description

Position Title: Sales Manager/Sales Intern

Reports to: Owner

Revision Date: August, 2007

Position Purpose: In charge of developing new corporate accounts and expand existing accounts.

Essential Functions:

75%

Develop new corporate accounts.

Maintain good relationship with clients and develop referrals.

Increase client data base.

Meet sales goals on a monthly basis.

Involve in at least one Networking organization.

Develop leads to communicate with potential clients

15%

On time delivery to clients as needed

Set up and pick up events as needed

Schedule:

Varies (part Time available)

Insurance: You are eligible to health insurance with 90 days of employment.

Other requirements: Must have your own reliable transportation. Business attire is a must when you visit clients.

Specific Job Knowledge, Skill and Ability

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Demonstrate the ability to work effectively with other team member at YLO Epicure.
- Considerable ability to patiently communicate policies and procedures to clients and team members.
- Ability to understand and communicate product knowledge to clients and employees.
- Ability to use tact and diplomacy to defuse any guest or employee situation that may arise.
- Ability to assimilate and communicate the particulars of Team members positions in order to be able to train effectively
- Ability to operate computer systems- excel, word, quick books, outlook

- Ability to work in a fast paced environment, and to work under pressure. This includes working flexible hours, weekends, evenings, and holidays, based on the dictates of business.

Upon Termination:

Should you decide to leave or is terminated by YLO Epicure, all sales leads and contact is the property of YLO Epicure. Removing contact information or YLO Sales tactics are not allowed.

Qualification Standards

Education

Hospitality or Business degree preferred

Experience

- Minimum 1 year Food and Beverage experience
- Guest/customer service experience preferred
- Sales or Marketing Position a plus

Licenses or Certificates:

None

Grooming:

All employees must maintain a neat, clean and well groomed appearance as set forth in the employee handbook.

I _____ understand the job requirements and affirm that I can accomplish them with or without reasonable accommodation.

Signature

Date

Owner