



Pepsi-Cola of Central Virginia – Warrenton Location

Account Sales Rep

Department: Sales

Work Schedule: 50-60 hours/week

Job Status: Full Time

Reports to: Sales Manager, Warehouse Manager

POSITION SUMMARY

The Account Sales Rep drives a light truck or van over established route to merchandise accounts. They will then merchandise displays and shelving, fill vending machines, coolers and walk-in boxes. Job responsibilities include resetting racks and shelves, rotating stock while keeping back rooms at accounts clean and orderly. They will be required to input orders from each account into a handheld computer and make a load request for the next day. Account Sales Reps are responsible for growing VPO on assigned route as well as discussing promotions and concerns with store owner.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Drive light truck or van
- Merchandise displays and shelving
- Fill vending machines and coolers
- Tear down/move displays
- Reset racks and shelving
- Rotate stock
- Collect damaged and/or out-of-date product
- Hang signs and banners

PROJECTS/DUTIES

- Make load request for next day
- Straighten storage rooms at accounts as well as displays and coolers
- Manage sales accounts daily
- Any special projects as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Accountability-** Ability to complete assigned tasks with little oversight and is willing to accept responsibility.
- **Adaptability-** Ability to adapt to change in the workplace.
- **Communication Skills-** Ability to effectively communicate with others either individually or in a group setting using the spoken or written word.
- **Customer Oriented-** Ability to take care of the Customers' needs while following company policies and procedures.
- **Decision Making-** Ability to make critical decisions while following company policies and procedures.
- **Detail Oriented-** Ability to pay attention to the minute details of a project or task.
- **Diversity Oriented-** Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- **Ethics & Integrity-** Ability to be truthful and be seen as credible in the workplace.
- **Interpersonal Awareness-** Ability to get along well with a variety of personalities and individuals.
- **Problem Solving-** Ability to find a solution for or to deal proactively with work-related problems.
- **Safety Awareness-** Ability to identify and correct conditions that affect employee safety
- **Time Management-** Ability to utilize the available time to organize and complete work within given deadlines.
- **Working under Pressure-** Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: High School Diploma (or equivalent) preferred

Experience: Experience is preferred, but will train the right candidate.

Computer Skills: Moderate skills required, Proficiency in MS Excel required

Certifications & Licenses: Driver's License

Other Requirements: Skill in: Customer service in a variety of settings. Ability to: work quickly, independently and efficiently without direct supervision; multi-task; solve problems; adapt to changing tasks and priorities; and; communicate effectively with other employees; relate to employees and develop good working relationships; other functions, skills and abilities may also apply.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is **constantly** required to stand; walk; squat or kneel; bend; manually manipulate; reach outward and above shoulders; and climb for up to 10 hours in a 12 hour day. With proper training and equipment the employee must safely and regularly lift/carry or push/pull **up to 65 pounds**.

Other Physical Requirements

- **Vision** (Near, Distance, Color, Peripheral, Depth)
- **Ability** to wear Personal Protective Equipment (PPE) – Safety Shoes

Work Environment

Must be able to work in all types of weather conditions and must be able to occasionally work in a loud or distracting environment.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

EEO Clause: *Pepsi-Cola Bottling Company of Central Virginia provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender, age, national origin, citizenship status, marital status, physical or mental disability, genetic information, sexual orientation, past, present, or future membership in a United States Uniformed Service.*