



F 5.3.1 JOB DESCRIPTION

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSITION: Sales Manager

DEPARTMENT: Sales

SUPERVISOR: President/ General Manager

AUTHORITY TO: ☐ HIRE/ TERMINATE ☐ DISCIPLINARY ACTION ☐ PURCHASE ☐ LEAD CONTINGENCY PLAN

COMPETENCIES

Education

- Engineering, bachelor's degree or a minimum of 1-year experience in a similar position.

Training

- ERP (Enterprise resource planning)
- SQF (Safe Quality Food)
- 5 "S" Methodology principles
- QMS (Quality Management System)
- GMPs (Good Manufacturing Practices)
- Negotiation.

Skills

- Strong communication skills with strong business-related knowledge
- Strong negotiation skills
- Work both in a team and perform independently
- Capable of thriving in the competitive markets
- Highly self-motivated
- Strong knowledge of potential customers
- Computer skills (Microsoft Office)
- Bilingual 80% (English and Spanish)

Experience

- 2-5 year minimum in similar position
- Experience in facing with customers
- 1-3 years in the folding carton industry

ASSIGNMENTS/ ACTIVITIES

- Identifies business opportunities by identifying prospects
- Maintain, service and grow current accounts
- Ability to travel as needed
- Report any quality problems
- Support all activities for ISO9001/ SQF
- Assist upper management as needed
- Follow the policies in the Company Manual to ensure and maintain a safe, healthy, and mutually respectful workplace

CERTIFICATE OF ACKNOWLEDGEMENT

I have reviewed the above Job description and certify that I understand and will follow accordingly and perform similar or other duties when requested by the department manager or managers.

Employee Name: _____

Date: _____



F 5.3.1 DESCRIPCIÓN DE TRABAJO

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSICIÓN:

DEPARTAMENTO:

SUPERVISOR

AUTORIDAD PARA: ☒ CONTRATAR/TERMINAR ☐ MEDIDAS DISCIPLINARIAS ☐ COMPRA ☐ GUIA DE PLAN PARA CONTINGENCIA

COMPETENCIAS

Educación

-

Entrenamiento

-

Habilidades

-

Experiencia

-

TAREAS / ACTIVIDADES

-

CERTIFICADO DE RECONOCIMIENTO

He revisado la descripción del trabajo anterior, certifico que entiendo, que seguiré como corresponde, y que realizaré tareas similares o de otro tipo cuando lo solicite el gerente o gerentes del departamento.

Nombre del Empleado:

Fecha: