

**Location:** Woodland Hills Service Center.

**Reports to:** Director of Product Sales

**POSITION SUMMARY:**

The Product Sales Manager (PSM) is responsible for overseeing council product programs at a regional level, within assigned service units. The PSM is responsible for coordinating all facets of product sales campaigns to meet or exceed Cookie and Fall Nut Product Program sales goals.

**MAJOR ACCOUNTABILITIES**

- To provide courteous, consistent, professional and knowledgeable customer service.
- Participate in the planning and implementation of product programs.
- Coordinate, reconcile and submit initial order.
- Coordinate initial order delivery; maintain strong working relationship with external delivery agent.
- Coordinate regional cookie and nut boothing with SU Boothing Chairs.
- Coordinate cookie and nut cupboard locations/sales/inventory.
- Support product sales software.
- Resolve issues and conflicts regarding product sales.
- Recruit, train and place product sales volunteers into various roles.
- Meets or exceeds regional and council-wide product sales goals.
- Cultivates and develops relationships with volunteers and co-workers to create partnerships that enhance and support the Product Sales Programs.
- Ability to work independently and as part of a large team.
- Manage debt collection.
- Other duties as assigned.

**SKILLS, EXPERIENCE & QUALIFICATIONS**

- Lift or move up to 25 pounds repeatedly during product sales campaigns.
- Able to work evenings and weekends as needed.
- Current driver's license, auto insurance and ability to travel locally.
- Ability to work independently and be self-motivated.
- Good interpersonal and conflict resolution skills.
- Understanding of financial and statistical reports.
- Knowledge of database software, internet, spreadsheet & word processing software.
- Good organizational and problem-solving skills.
- Ability to motivate and delegate as well as handle multiple tasks.
- Perform tasks willingly and accept the responsibilities of the job.
- Non-Smoking work environment

**EDUCATION**

Bachelor's degree preferred.