



## Position Description

<b>Position Title:</b>	<b>Product Sales Manager</b>
<b>Department:</b>	<b>Product Sales</b>
<b>Reports To:</b>	<b>Director of Retail &amp; Product Sales</b>
<b>Location:</b>	<b>Various</b>
<b>Exemption:</b>	<b>Exempt</b>
<b>Date</b>	<b>June 2016</b>

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### Job Summary

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

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### Essential Duties and Responsibilities

- To provide courteous, consistent, professional and knowledgeable customer service.
- Participate in the planning and implementation of product sales programs.
- Coordinate, reconcile and submit initial order.
- Coordinate initial order delivery; maintain strong working relationship with external delivery agent.
- Coordinate regional boothing with SU Boothing Chairs
- Coordinate cupboard locations/sales/inventory.
- 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 create partnerships that enhance and support the Product Sales Programs.
- Ability to work independently and as part of a large team.
- Manage debt collection.
- Attend periodic Service Unit meetings to represent and advocate the Product Sales Programs
- Work closely with Membership, Volunteer Development, and Program staff for the enhancement of Product Sales Programs.
- Train Service Units and troops as needed.
- Other duties as assigned.

### Competencies and areas of expertise may include:

#### Skill, Experience & Education

- 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 diverse responsibilities of the job.
- Bachelor's degree preferred
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To apply please send your resume to Teri Proffitt [TProffitt@girlscoutsla.org](mailto:TProffitt@girlscoutsla.org)

with "Product Sales Manager" in the subject line.