

Island Enterprises Incorporated
Job description

Position: Sales / Promotions Assistant
Department: Skookum Creek Tobacco
Date: April 13, 2021
Hourly Range: \$15+ hourly / DOQ
Reports to: Sales Manager
Position Opens: April 19, 2021
Position Closes: April 30, 2021

SUMMARY: The Promotions Assistant will assist the Sales Department by calling previous and new customers to get reorders. Will promote sales of new products for Skookum Creek Tobacco. Must be able to attend, set up merchandise and display promotional items at Trade Shows, Tribal Stores and other miscellaneous events as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following and other duties may be assigned:

- Must have the ability to communicate with clients of different races/ethnicities while maintaining a professional, courteous attitude and appearance.
- Completes follow up phone calls and visits to ensure customers sales are being handled promptly and efficiently.
- Must be able to accurately receive orders, follow up with customers and liaising with other departments to achieve results.
- Effectively communicate features and benefits of the Sales / Promotions Program.
- Drive company vehicle over established route to deliver products while talking to new potential customers and collect money from customers, make change and record transactions on order form.
- Acknowledges, greets and converses with customers at promotions and other events.
- Promotes Skookum Creek Tobacco brands by interacting with customers in an enthusiastic, helpful and friendly manner.
- Provides assistance at events and tours.
- Must be available for 4-5 nights monthly out of town (possibly one per week).
- Meets attendance guidelines of the job and adheres to regulatory, departmental and company policies.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Previous high volume customer service experience preferred. Excellent communication skills required. Some computer experience required.

Must be at least 21 years of age. Must be able to read, write, speak, and understand English. Must be able to get along with co-workers and work as a team. Must present a well-groomed appearance. Must have a valid driver's license in good standing.

EDUCATION and/or EXPERIENCE: High School Diploma/GED **and** four years promotions **or** sales/retail experience.

LANGUAGE SKILLS: Ability to read and interpret documents, and procedures manuals. Ability to respond to common inquiries or complaints from customers, vendors and employees of the organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, fractions and ratios to practical situations. Ability to express abstract concepts using numbers.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have valid Washington State Driver's License.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to travel within the state, with occasional overnight stays. Must be able to bend, stoop, crouch, kneel, twist, balance, and work at a retail location. Must be able to lift and carry up to 25 pounds. Must be able to tolerate areas containing second hand smoke and tobacco dust.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONFIDENTIALITY: This position requires strict confidentiality.
Must be able to successfully pass a criminal background check.

DRUG FREE WORKPLACE: The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

INDIAN PREFERENCE: Preference for Squaxin Island Tribal members is in effect for this position in accordance with the Squaxin Island Tribe Hiring and Contract Preference Ordinance.

This position falls under the Regular Treaty Rights LWOP Policy for Squaxin Island Tribal members.

CONTACT: Human Resources (360)426-3442