

# Job Description



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**To:** Regional Sales Directors  
**Date:** February 10, 2008  
**Re:** ReJAVAnate reusable bags

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**Overview:** The ReJAVAnate reusable bag program takes burlap from coffee roasters that would otherwise be sent to landfill and makes reusable bags from the material. We work with The ARC which serves the developmentally disabled on a national basis. Individuals with developmental disabilities generally struggle with both housing and employment. The RaJAVAnate bags are handmade by individuals from The ARC, which provides them with employment. The RaJAVAnate bags are sold to both individuals and organizations. In general they are used as reusable bags to assist in the reduction of paper and plastic bag consumption. They are also sold to businesses and organizations as promotional items. The bags come in a number of sizes and designs.

**Job Title:** Regional Sales Director  
**Department:** Sales  
**Reports To:** Vice President of Sales  
**Employment Type:** Independent Contractor  
**Compensation:** Commission

**Summary** Manages sales activities of organization by performing the following duties. The ReJAVAnate program has a very good story that supports it and serves a number of real needs. The ability to convey this story is an important cornerstone of this position.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Develops and implements strategic sales plans.
- Directs sales forecasting activities and sets performance goals accordingly.
- Represents company at trade association meetings to promote product as required.
- Delivers sales presentations to prospects and clients.
- Meets with prospects and clients maintaining relationships, negotiating and closing deals.
- Prepares periodic sales report showing sales volume, potential sales, and areas of proposed client base expansion.

**Competencies** to perform the job successfully, an individual should demonstrate the following competencies:

- Demonstrates attention to detail.
- Problem Solving - Gathers and analyzes information skillfully.
- Customer Service - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Demonstrates group presentation skills.

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**BUSINESS SOLUTIONS IN PURSUIT OF ZERO WASTE**

CERTIFIED GREEN/CERTIFIED RECYCLER ● BUYGREEN.COM ● GLOBAL RECYCLED COMMODITIES EXCHANGE (RECOMEX) ● GREEN CAPITAL ● GREEN INTELLIGENCE



- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- **Dependability** - Follows instructions, responds to management direction; Keeps commitments.
- **Initiative** - Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** Bachelor's degree (B. A.) from four-year college or university; or eight years' sales experience is preferable or equivalent combination of education and experience.

**Language Skills** Ability to read, analyze, and interpret general written communication, business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, and customer and general business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the general public.

**Mathematical Skills** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability** Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills** To perform this job successfully, an individual should have good knowledge of Spreadsheet software, Word Processing, eMail and Presentation software; preferably Microsoft products. Knowledge of Salesforce.com is preferable.

**Other Key Skills and Abilities**

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|---------------------------|----------------------------|
| Action / results oriented | Business savvy             |
| Customer orientation      | Analysis / decision making |
| Adaptability              | Continuous improvement     |
| Creativity                | Vision                     |
| Communication             | Integrity                  |

**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. While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee must frequently lift and/or move up to 10 pounds. The travel required for this position is 50% to 70%.

**Expected Performance Outputs**

- Sales Revenue/Profit Growth for the assigned region
- Effectively manage sales budget for the region