

# SAP SALES STAFF

## **Employment Requirements:**

**Education:** High school diploma or GED

**Experience:** Not required

**Knowledge:** Company practices and procedures (to be learned after employment)  
Departmental production requirements  
Ability to function in and learn computer requirements  
Basic knowledge of office equipment

**Skills:** Basic typing skills  
Basic computer skills  
Pleasant phone demeanor  
Good communications skills  
Personnel Test score of 16 or above

**Benefits include:** Competitive Wages, Paid Training Program, 401K Retirement, Annual Attendance Bonus, Sales Incentives, paid Vacation and Holidays, Group Insurance, School Based Work Schedule, Christmas Break and Summer Break.

**Hours:** 7:30 to 3:30 Monday thru Friday (Hours may be adjusted per need)  
Overtime (Occasionally as department needs require)  
Candidate will be subject to summer lay-off of approximately 6-8 weeks from mid May through mid July and two weeks in December.

**Environmental Considerations:** Work is performed in an office setting with normal temperature and environmental variations.

**Physical Requirements:** Sitting all day at a desk. Some lifting (1-3 lbs.) pounds may be involved. Candidate must be able to work independently. Pleasant phone voice required.

## **General Job Description:**

Under general supervision the employee performs duties that facilitate the sale of school spirit wear programs to schools. May involve the entering of customer information in the computer. In addition, faxing and completion of various forms will be required.

Must be able to prioritize work keeping sales goals and phone time requirements in mind.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The Sales Staffer will follow any other instructions and perform any other related duties as may be required by their supervisor.

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