

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

**Hours:** 7:30 to 3:30 Monday thru Friday (Hours may be adjusted per departmental need)  
Overtime (Occasionally as department needs require)  
Candidate may be subject to summer lay-off of approximately 6-8 weeks from mid May through mid July but candidate must be prepared to work year round depending on department needs.  
Presence at a physical RFE workplace is essential.

**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 fund raising programs to schools. May involve the entering of customer information in the computer. In addition, faxing and completion of various forms will be required. Presence at a physical RFE workplace is essential.

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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