



Position: Distribution Sales Representative
Status: Full-Time, Salaried + Commission
Hours: 40+ hours/week, must have weekend availability
Location: Chicago

At On Tour Brewing Company, we believe in hard work and having fun, all in the pursuit of making the best beer in the world.

WHO WE ARE LOOKING FOR:

We are looking for someone who compliments our team and vision. You must be energetic, self-motivated, and extremely punctual. You must be passionate about craft beer and never settle for less than your best work. You must love to learn. You must always have an extreme sense of pride and be driven. We are not perfect and do not expect you to be either. We do expect you to learn from your mistakes and try your very best every day.

In this position, we are looking for someone who understands the nimbleness and drive that is required with small businesses. Ideally, this candidate would be interested in all aspects of entrepreneurship, from finances to the permitting to the logistics/operations.

POSITION SUMMARY:

The distribution sales representative will support the initiatives of the sales manager through a variety of tasks to grow On Tour as a brand, increase production volume and revenue. The distribution sales rep will largely be accountable for building and maintaining on/off-premise account relationships, supporting accounts while promoting our brand through executing offsite events, grow our production volume and annual sales revenue, supporting our distribution partner, accurately updating our sales/inventory control software; all while representing our company to the highest standard.

While this person must be able to drive projects independently, this is not an autonomous role. The distribution sales representative will report directly to the sales manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES (not limited to list):

Supporting Distribution Team

- Work as the point of contact for day-to-day engagement with distributor sales reps
- Monitor weekly/monthly sales reports to evaluate brand velocities across various packaging formats
- Communicate needs with brewery team based on brand velocity & market conditions
- Relay information on new products, beer pickups, upcoming programming, etc. to distributor reps
- Observe distributor's inventory to assess their needs & communicate with sales reps accordingly.
Example: product allocations when inventory is low, etc.

- Support and assist distributor reps in planning and executing on-premises events
- Work with distribution team to ensure all brand submittals are accurate and punctual
- Execute presentations to chain/retail accounts for brand approvals
- Take part in strategic planning meetings with brewery and distribution teams

Building and maintaining on/off premise account relationships

- Maintain and develop current account relationships to increase sales volume
- Identify and prospect potential new on/off premise account relationships
- Identify decision makers and present our company and products in a positive manner
- Work directly with account team members to identify and maintain accurate inventory levels
- Develop an understanding of each account's buying preferences; tasting day, draft list, local factors

Support accounts while promoting our brand through executing offsite events

- Pitch event and promotion ideas to increase brand visibility
- Support distributor reps with event promotion
- Conduct on/off premise tasting events to drive customer knowledge of products
- Assist with festivals/tasting events when needed

Grow production volume and sales revenue

- Work with sales manager to create quarterly goals related to beer volume and total revenue
- Promote weekly email list to every account
- Find ways to be efficient with your time while accomplishing your goal
- Spend 10% of your week prospecting new accounts
- Able to hold yourself accountable for accomplishing goals

Supporting Brewery Operations/Team

- Communicate cooperage availability to distributor & discuss plan for them to return shells
- Maintain inventory of keg collars, tap handles, tap handle stickers, and communicate needs/order when required
- Must be available to help with various brewery/tasting room/off-site tasks when needed

Tracking Sales Data

- Enter sales data in a timely manner
- Work with brewery team to ensure appropriate levels of inventory

Representing our company to the highest standard

- As a team member, you present our company and its people when out in the market; The responsibility is great and one you should maintain at the highest standard.
- You are not required to taste beer with accounts; In fact, it's preferred you do not.

- Due to the one-on-one nature of building company relationships, your attitude, behavior, clothing and personal hygiene must be considered perfect while representing our brand.

SCHEDULE & TIME MANAGEMENT:

The distribution sales representative will be responsible for making their weekly schedule. The nature of this position requires day to day management. We require an individual who can consistently manage and prioritize their time to accomplish our objectives. Communicating any shortfalls is mandatory.

- Find ways to be efficient with your time while accomplishing your goal
- Study and understand your territory/local market and trends associated
- Building rapport is the goal

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be at least 21 years of age
- Must have valid Driver's License with clean record
- Reliable transportation
- Ability to work independently and with a team
- Ability to work in a fast paced, constantly changing work environment
- Ability to work 40 + hours per week; including weekends
- Ability to meet deadlines
- Willingness to wear a lot of hats
- Strong problem-solving skills; nothing is perfect
- High attention to detail is a must
- Ability to lift and maneuver 165 lbs.
- Ability to stand for long periods of time
- Ability to work long hours in various conditions

EDUCATION AND EXPERIENCE:

Bachelor's Degree or 4 plus years in beverage sales

Cicerone Beer Server or greater

BENEFITS:

- 14 PTO days
- Car/Travel Allowance
- Health Care Stipend