

<b>Position Title: Ingredient Consultant – Health &amp; Nutrition</b>	<b>Department: Sales</b>
<b>Incumbent’s Name:</b>	<b>Reports To: Sales Manager – Health &amp; Nutrition</b>
<b>Date Job Description Created: 02/01/2018</b>	<b>Date Job Description Last Updated: 02/01/2018</b>
<b>Hire Date:</b>	<b>Date Entered Position:</b>
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt      # of Hrs: 40
<p><b><u>Position summary:</u></b></p> <ul style="list-style-type: none"> <li>The Ingredient Consultant is responsible for selling the business’s products into the Health &amp; Nutrition customer and market segments.</li> </ul> <p><b><u>Essential tasks of the position:</u></b></p> <ul style="list-style-type: none"> <li>The Ingredient Consultant is responsible for assisting in developing and implementing sales plans, documenting quote and sales contract reviews and reporting sales performance to the Sales Manager.</li> <li>Performs duties and tasks as prescribed in company policies, procedures and work instructions.</li> <li>Conforming to the company quality system as documented.</li> <li>Identifying and recording any problems relating to the product, process and quality system.</li> <li>Initiating, recommending or providing solutions through designated channels.</li> <li>Any other task assigned by management or special projects.</li> </ul> <p><b><u>Quality:</u></b></p> <p>Activities of the position affect quality including quality objectives. Responsibilities and authorities include where appropriate:</p> <ul style="list-style-type: none"> <li>Initiating action to prevent the occurrence of any nonconformities relating to product, process or quality system, up to and including when necessary stopping production to correct quality problems.</li> <li>Identifying and recording any problems relating to the product, process and quality system.</li> <li>Document problem, steps taken for resolution and preventative action in CRM software and notify all parties required.</li> <li>Initiating, recommending or providing solutions through designated channels.</li> <li>Verifying the implementation of solutions in areas under your control.</li> <li>Control further processing, delivery or installation of nonconforming product until the deficiency or unsatisfactory condition has been corrected.</li> <li>Perform duties and tasks as prescribed in company policies, procedures and work instructions.</li> </ul> <p><b>Note:</b></p> <p>The outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe baseline activities. These duties will from time to time be altered to suit the needs of the company.</p> <p><b>We are a tobacco free, professional environment.</b></p>	

**Requirements:**

**Education:**

- 4 year degree or equivalent in a field applicable to our associated industries.

**Experience:**

- The Ingredient Consultant shall have prior experience in managing and executing product sales. In the case of the company, the experience requirement is at the discretion of the Sales Manager.

**Training:**

- Assessment techniques of examining, questioning, evaluating and reporting sales.
- Additional skills required for managing sales, such as planning, organizing, communicating.

**Knowledge:**

- Industry, product and application knowledge relative to the business of Palmer Holland.

**Knowledge/Skills:**

- Intermediate level of expertise in MS Office and Contact Management Software
- Excellent verbal and written communication abilities
- Ability to maintain professional conduct that exemplifies the corporate policies at all times, particularly when interacting directly with internal and external customers
- Ability to handle sensitive information with confidentiality and discretion
- Detail oriented with strong, accurate clerical skills
- Proficient at multi-tasking
- Highly motivated

**Competencies:**

Persistence, Active Listening, Communication, Customer Oriented, Sales Ability, Relationship Building, Problem Solving, Goal Oriented

**Physical Requirements:**

- Satisfactory motor skills relevant to position
- Ability to sit for long periods of time
- Ability to lift up to 25 pounds
- Ability to drive (Sales)

Reviewed by: Jenna Hayes	Title: Human Resources Manager
Signature of Incumbent:	Date:
Signature of Supervisor:	Date:



**Areas not currently qualified, to be used as a basis for upcoming training**