



DRY HILLS DISTILLERY

106 VILLAGE CENTER LANE
BOZEMAN, MT 59718
406-624-6713

Department	Job Description
Job Description Title: Sales/Brand Ambassador	FLSA Status: Non-Exempt
Reports To (Title): Owner	Position Status: Up To Full-Time (40hrs/week)
Prepared By: Owner	Revision Date: 06/29/2017

Job Summary:

To be the Brand Ambassador of Dry Hills Distillery. This position is required to have a thorough understanding of the background of DHD and knowledge of the spirit lineup, and understanding of processes and farming practices. To promote new sales opportunities, generate customer leads, follow through with leads, update and maintain customer database and achieve sales quotas. This position is to push the Dry Hills brand, spirits and merchandise. This position is required to create signature cocktails with DHD products to help with sales, events and generate menus for distribution. This position includes sales, customer service and money handling. This position is also required to take the Montana Server Safe Course.

Essential Duties and Responsibilities and Expectations:

- Generating customers and sales leads by using different sales methods (cold calling, door-to-door, appointments, events)
- Forecast – think "out of the box" on generating sales models and strategies
- Research Accounts - follow-through/up with customers to ensure spirits are on shelves
- Update and maintain customer database
- Travel to help push brand through spirits and merchandise
- Work Events
- Create drink recipes/menus for events and distribution
- Work side-by-side with owners
- Must be a Montana residents
- Must have reliable transportation
- Must have a good/clean driving record
- Must be over the age of 21
- Strong worth ethic and desire to succeed
- Responsible for direct delivery documentation, and DHD products/spirits
- Responsible for DHD spirits and marketing material

75 % of time Sales/Customer Service

5 % of time Travel

20 % of time Events

Supervisory Duties (if applicable):

- Keeping up to date with spirit product documentation for state regulations
- Managing sales, events schedule and coordinating with owners for extra personal if needed
- Managing customer documentation/database
- Helping with promotional sales and coordinating events

Minimum Qualifications (Experience/Education):

This position is required to have successful completion of the Montana Server Safe Course and an understanding of customer service regulations and sales.

This position is required to have personal over the age of 21



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Competencies or Knowledge, Skills and Abilities (KSA's):

This position is required to have knowledge of safe serving of alcoholic beverages.
Knowledge of computer programs to maintain customer database (CRM), email, and work schedules
Strong communication, negotiation and interpersonal skills.
Self-motivated and driven.

Physical Demands & Working Conditions:

This position requires standing on their feet for up to 8 hours.
Must be able to lift 50lbs.

Supervisor Signature: _____/Date: _____

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **Dry Hills Distillery** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature/Date