



JOB DESCRIPTION
CORPORATE OFFICE, ROSEBURG

Position Title: Summer Sales Intern

Reports to: VP Sales & Marketing

Department: Sales

Hours per shift: 9-10 hours per day, 5 days per week

Wage: DOE, Salaried, Exempt

Position Purpose: The purpose of this position is to assist the sales team in their daily duties while developing the skills to be a future sales person for Swanson Group Sales.

Position Functions:

Essential Functions*
<i>These duties are designated as ADA Essential Functions and must be performed in this job</i>
Sales order entry functions (Sales Order Entry, Sales History Lookup, Customer History Lookup, Shipped Orders, Customer Invoices)
Answering overflow phone calls (learn system to help customers with prior shipments, invoices, key distributors, lead-times, ready order status)
Help with mills inventory controls (Identifying Aged Inventory, Identifying Stale Inventory, Ready Volumes, Late Orders, Late Shipments)
Running Reports (Inventory Reports, Shipment Reports, Mill Production Reports, FOB Delivered Trucks, FOB Mill Trucks, Late Order Reports, Weekly/Monthly Sales Reports).
Market research (Cold Calls, Product Development, Region Development, identify new uses for existing product lines, construction/building “hot spots”, Competitors)
Assists traffic department (Update truck rate sheets, update rail rate sheets, assist with phone calls from carriers, learn and understand rail car ordering, understand rail demerge, truck billing, rail billing)
Help Book Trucks (understand our contracts with carriers, book outside trucks, book internal trucks)
Other duties assigned by VP of Sales & Marketing

Non-Essential Functions
<i>These duties are secondary in nature and are not classified as ADA essential.</i>
Back up other office positions as requested.

Education & Experience Required:

- High school completion or equivalent required. Bachelor's or Associates degrees strongly preferred.
- Must pass basic office skills pre-employment test.
- Must possess excellent data entry, 10-key and computer skills. Strong Excel & database knowledge required and MS Word & Crystal reporting are preferable.
- Work accuracy, attention to detail, ability to multi-task.
- Ability to meet strict deadlines is required.
- Must be able to work at fast pace with frequent interruptions while maintaining accuracy.
- Must be able to trouble shoot and demonstrate a pro-active approach in problem solving.
- Must possess excellent written, verbal, oral, and interpersonal communication skills.
- Must demonstrate excellent customer service and "can-do" attitude.
- Must be flexible to work evenings and weekends as required.
- Must be confident talking on the phone to customers (internal and external).

SIGNATURES

Employee Name (Print) _____

Employee Signature _____ Date _____

Employer Representatives	Print Name	Signature	Date
Supervisor			
Human Resources			

<p>This job description reflects management's assignment of essential function. It does not proscribe or restrict the tasks that may be assigned, nor does it inhibit management's right to reassign duties and responsibilities to this job at any time.</p>

PHYSICAL CAPABILITIES

Job Title (at Injury): Summer Sales Intern Worker Name: _____

ENDURANCE

	Never/ Not Required	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting					X		
Standing			X				
Walking			X				
Change Positions?		X					

PHYSICAL REQUIREMENTS: (Enter actual maximum weight in pounds in the box)

Lifting:

	Never/ Not Required	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-10 lbs					X
11-20 lbs				X	
21-50 lbs		X			
51-75 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
>100 lbs	X				

Maximum # lifted by worker without assistance _____

If required, lifts over 50 lbs # are performed with

X

 two or more people lift devices

Carrying:

	Never/ Not Required	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-10 lbs				X	
11-20 lbs			X		
21-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
>100 lbs	X				

Maximum # carried by worker without assistance _____

If required, carrying over 75 # is performed with two or more people or with lift devices.

Pushing/Pulling force to be exerted:

	Never/ Not Required	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-10 lbs					X
11-20 lbs			X		
21-50 lbs		X			
51-75 lbs	X				
>100 lbs	X				

Maximum weight of object pushed/pulled by worker **up to 50 lbs**

Distance: _____ Type of Surface (ie level, carpet, incline) _____

	Never/ Not Required	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop			X		
Twist				X	
Crouch/squat		X			
Kneel		X			
Crawl	X				
Walk-Level surface					X
Walk-Uneven surface		X			
Climb Steps		X			
Climb Ladder	X				
Work at heights	X				
Reach at or above Shoulder				X	
Reach below shoulder			X		
Use of Arms					X
Use of Wrist					X
Use of Hands					X
Grasping/squeezing		X			
Operate foot controls	X				

Environment: Inside 100 % of time Outside _____ % of time
 Temperature Extremes Yes No Vibration Yes No
 Works on or around moving machinery or mechanical parts Yes No

Personal Protective Equipment:

Boots Hardhat Gloves Glasses Hearing Other Safety Vest

SIGNATURES

The information provided in this description, including strength and physical requirements, is based on observation of the job and is accurate to the best of my knowledge.

Employee Name (Print) _____

Employee Signature _____ Date _____

Employer Representatives	Print Name	Signature	Date
Supervisor			
Human Resources			

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