

# Sales Department

## Bimonthly Tasks for December Finals

60 pts each department leader needs to turn this sheet in on or before the final. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. In addition, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An email will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period. Turn in a completed copy of this sheet to your Chief Officers and your teacher for final grading.

### Task 1: Trade Show Preparation

Meet with the Chief Officers and VP of Communications to establish the sales teams work shifts for the San Diego Trade Show. Team lead is in charge of their team of 4-5 employees. These teams grade bonus will be based on sales they make at trade shows. Create a work schedule for the teams. Shifts should be 30 min - 45 min. Also, determine who will be leaving on the early bus (6:00 am) this needs to be about 1/2 the company and should include leaders, booth set up team, elevator pitch competitor and late bus (8:00 am) will remain people.

**5pts Evidence: Sales team names, lists and work schedule → Canvas Final Tasks**

### Task 2. Update POS system:

Update the POS system to reflect the current product catalog offerings and make sure you have model numbers, prices, and descriptions correct in the POS system that match the catalog. You will use the POS system at the San Diego Trade Show. Have the senior VP of sales check you system and verify that it matches the product catalog.

**5pts Evidence: All Products match company catalog Senior VP of Sales Verified: initials \_\_\_\_\_**

### Task 4: Trade Show Processing

Upon returning from the trade show your department will be very busy. (1) Gather all the order forms and POS sales and record them in a Sales Log found on the Task Matrix. Upload the log to the company Google drive and share it with the sales team and have everyone work entering the order forms. Record all the information from each order form in the log (2) Make a list of all products the company sells and record the total number of each product sold. (3) add up all the Sales tax and shipping collected (4) Add up all final total amounts to get the total sales for the trade show. Using all the information gathered, complete the Trade Show sales report found in the Task Matrix

**15pts Evidence: Sales Log → Canvas Final Tasks**

**5pts Evidence: Products Sold List → Canvas Final Tasks**

**5pts Evidence: Sales Tax and Shipping Totals → Canvas Final Tasks**

**5pts Evidence: Total Sales → Canvas Final Tasks**

**10pts Evidence: Trade Show Sales Report → Canvas Final Tasks**

### Task 5. Junior Company Mentorship:

Multiple times each week, check in with junior **Vice President of Sales** to see how they are doing with their tasks and answer any questions they have concerning their December 1-2 series of tasks. Review with them how to use the POS system and verify that this system is consistent with the product catalog. Give them a heads up of what will be happening when we return from the trade show and how they are going to check all the order forms and record all the sales that occurred on sales logs. Help them get going after we return from the trade show. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

**5pts Evidence: Signed by junior Vice President of Sales \_\_\_\_\_ December week 1**

**5pts Evidence: Signed by junior Vice President of Sales \_\_\_\_\_ December week 2**