

# Sales Department

## Bimonthly Tasks for February Weeks 1-2

60 pts each department leaders need to show evidence of completion on or before February 14th. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for submissions on February 14th. Work points will be awarded during this task period for your employees.

### Department Meeting:

Meet as a department and read aloud and discuss all the tasks for the next 2 weeks. Fill in the task sheet with names and who is responsible for each task and turn in a copy of this task sheet to the teacher and chief officers as soon as possible. You will be uploading the tasks for verification to both the company Google drive in the February 1-2 Folder and Canvas.

### Task 1: Trade Show Sales Promotion

Employee Responsible: \_\_\_\_\_

An art department person will be assigned to work with you to develop Sales Promotions for the Trade Show. Evaluate the past trade show promotions and update any changes that need to be made. Print out your special trade show product promotion packages that will be offered at the Trade Show as a one-day special promotion. If it is a new promotion, make sure it has been added to the POS system. These promotions will be displayed in the trade show booth as a special purchase only at the trade show. Give the printed promotions to communications to pack for the trade show.

\_\_\_ **10 pts** Evidence: 3 promotions submitted as PDF → Canvas & Drive February 1-2

### Task 2: Employee Sales Training

Employee Responsible: \_\_\_\_\_

As you prepare for the Los Angeles conference trade show, you will need to familiarize everyone with sales techniques they can use at the trade show while working their shift as a team in the booth. Develop a presentation to walk the entire company through the sales process. Break the presentation into 4 sections. How to approach the customer, Product highlight showcase, Common Questions or Objections, and How to close the sale. Present this presentation in week two of this task period.

\_\_\_ **15 pts** Evidence 2.1: Presentation presented to staff → CEO Initials \_\_\_\_\_ Teacher Initials \_\_\_\_\_

\_\_\_ **5 pts** Evidence 2.2: Presentation Uploaded → Canvas & Drive February 1-2

### Task 3: Complete in Los Angeles: Salesmanship Competition

Entire Company

Your department points will be based on how well your team performs in the Los Angeles Conference. Review the competition rubric. Your points will be based on your average team score divided by 2.5 on the scoring rubric. If you place in the top 15 you will receive an extra 10 bonus points.

\_\_\_ **10pts** Evidence: Salesmanship score sheets from Los Angeles. → CEO Initials \_\_\_\_\_

### Task 4: January Sales Report

Vice President of Sales: \_\_\_\_\_

Complete the monthly sales report for January. Include all sales from the Bakersfield trade show along with the sales contract & any online sales that we processed through our website. Use the Monthly Sales Report found in the Task Matrix for this report. In this report, you will determine total sales, Products sold by type, sales made by each salesperson, commission on those sales. Total sales tax and shipping costs. Share the report at your next leadership meeting.

\_\_\_ **10 pts** Evidence: January Sales Report → Canvas & Drive February 1-2

### Task 5: Inventory & Wholesale Market Orders

Employee Responsible: \_\_\_\_\_

Based on the January Sales Report and February Sales Contract order inventory in the wholesale market. Order the Sales Contract inventory. Calculate the number of each product that was paid for in the month of January and place those in a separate order for February. Once the order has been placed print the order forms and have your CEO verify the order and then take them to the accounting department for payment.

\_\_\_ **5 pts** Evidence: Sales Contract Order → CEO Initials \_\_\_\_\_

\_\_\_ **5 pts** Evidence: February Wholesale Marketplace Order → CEO Initials \_\_\_\_\_