

Bimonthly Tasks for February Weeks 1-2

60 pts each department leaders need to show evidence of completion. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All verifications and evidence must be turned in by February 15th. All work after that will be worth 1/2 credit.

Sales Department

Company _____

Department Meeting and Work Points: 20 pts total

Meet as a department and decide who will do which tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. It can be multiple people and turn a copy into your chief officer and the teacher. In addition, each Friday/Monday the officers will be awarding work points for each department leader (each day 0-2 pts or 10 per week) for the first 2 weeks in February Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this and a reminder at the end of the week.

Task 1: Trade Show Sales Promotion: (HIGH PRIORITY-TIME SENSITIVE)

An art department person will be assign 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. 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.

____ 15 pts Evidence: 3 promotions submitted as PDF → Canvas Feb 1-2

Employee responsible for this task

Task 2: Employee Sales Training: (TIME SENSITIVE)

You will be training the company by sales team with the POS system, how to handle credit cards and any new procedures you would like them to use at the trade show. All sales teams need to have been trained by February 14th. I suggest that you get copies of the catalog so everyone is familiar with it and know exactly what we are selling and the dates of the events we sell. Lead the group through the POS system and have each person complete an order form for a pre- designed order and then have them switch forms and review the order forms to see if their are issues.

____ 10pts Evidence: Practice order forms collected and corrected: → with Task Submission Form

Employee responsible for this task

Task 3: Trade Show Work Schedule:

Prepare labeled order form collection envelopes for each sales teams that they will use to hold their team orders at the trade show. Create a work schedule for the teams, by randomly picking the team names to determine order. Find the hours of the trade show in the information packet and divide up the shifts equally among the 5 teams. Print the schedule and give a copy to each sales lead so they know when their team is scheduled to work.

____ 5pts Evidence: Work Schedule → Canvas Feb 1-2

Employee responsible for this task

Task 4: January Sales Report:

Complete the monthly sales report for January. Include all sales from the Bakersfield trade show along with any on-line sales that we processed through our website. Use the Monthly Sales Report template 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.

____ 10 pts Evidence: Contact Log → Canvas Feb 1-2

Employee responsible for this task

Task 5: Customer Invoicing:

Complete all follow up e-mails with attached invoices from all customers from Bakersfield. Submit the contact logs of the sent e-mail to Canvas.

____ 10 pts Evidence: Bakersfield Invoice Log → Canvas Feb 1-2

Employee responsible for this task

Task 6: February Wholesale Market Order:

Place the February sales Contract order in the wholesale market. In addition, calculate the number of each products that were 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 take them to accounting for payment

____ 5 pts Evidence: Sales Contract Order → Canvas Feb 1-2

Employee responsible for this task

____ 5 pts Evidence: February Order → Canvas Feb 1-2

Employee responsible for this task