

Sales Department

Company Name _____

Bimonthly Tasks for November

60 pts - Each department leader needs to show evidence of completion on or before November 22nd. 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 late work will be worth 1/2 credit.

Department Meeting:

This will be an incredibly hard week for the marketing department and members of the department should plan to spend extra time after school to meet the submission requirements for San Diego on Friday November 9th. Meet as a department and read together and assign all tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. Turn in a copy of this Task Sheet for your department to the Chief Officers and teacher as soon as possible. Award weekly work points in the form sent out by HR.

Task 1: Sales Materials: Trade Show Sales Promotions™: (VERY HIGH PRIORITY- November 14th)

Attend the meeting scheduled by the Vice president of Art. At the meeting, review the Sales Materials competition rubric found in the HUB → Competition & Events → Competition Rubrics → Submission-based Competitions → Sales Materials. To complete the task before the short deadline, the parts of the competition entry will be divided up among departments. Sales will be assigned to make company sales promotion flyers for the trade show. These specials should be used to attract people to buy from your company. They should be at a discounted rate or packaged with other products to benefit customers. Create promotion flyers for these specials using InDesign. You will need to develop at least 3 different specials for the trade show. Each with pricing amount and unique product numbers that will be use on the order form for these specials. Select someone in the team that has good design skills. You have a short time-line to complete this and it will require work outside the office to complete. The finished brochure needs to be uploaded to the sales folder in the company Google drive by November 14th so that the Art department can combine it into the final competition submission. Work with your teacher as you develop ideas and construct the sales promotions.

- 5 pts Evidence: Completed Trade Show Special #1 _____ is responsible
- 5 pts Evidence: Completed Trade Show Special #2 _____ is responsible
- 5 pts Evidence: Completed Trade Show Special #3 _____ is responsible

Task 2: October & Fountain Valley Sales Reports

You will be creating two sales reports in this task. The first will be the October sales report. Review the bank details (obtained from accounting) and the Store Manager → Sales Transactions and create the October Sales which is found in the Task Matrix → Sales Report. In addition, gather the paper sales invoices and bank POS sales from the bank details from November 8th exhibition at Fountain Valley and create a separate Trade Show Report. Update your Sales Projections with the actual sales from both events for the business plan you did last month. Save both reports to the Google drive and submit both to Canvas. Send the Chief officers the updated Sales Projections.

- 5pts Evidence: October Sales Report: submit → Canvas _____ is responsible
- 10 pts Evidence: Fountain Valley Sales Report: submit → Canvas _____ is responsible
- 5pts Evidence: Updated sales Projects: submit → Chief Officers _____ CEO Signature

Task 3: Exhibition Commission

Based on the sales at Fountain Valley, Create a commission report using Excel, in the report detail the total sales for each salesperson and the commission they get from the exhibition. Send all the report to the payroll associate as soon as possible so the bonuses can be added to the December 1st paycheck.

- 10 pts Evidence: Commission Report: submit → Canvas _____ is responsible
- 5pts Evidence: Commission Report: submit → Payroll Associate _____ is responsible

Task 4: 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 October 3-4 series of tasks. This mentorship will continue throughout the first semester. 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 _____ November week 2
- 5pts Evidence: Signed by junior Vice President _____ November week 3