

Bimonthly Tasks for March Weeks 2-4

60 pts each department leaders need to show evidence of completion. At the end of each task period print this sheet and turn it in. for recording of grades. 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 March 29th. All work after that will be worth 1/2 credit.

Sales Department

Department Points _____/60pts

Department Meeting and Work Points: 30 pts total

Meet as a department and decide who will do which tasks for the next 3 weeks. Fill in task sheet with names and who is responsible for each task. Make two copies and turn them into the teacher and Chief officers. 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 last 3 weeks in March. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this.

Task 1.0: Grand Opening (HIGH PRIORITY-TIME SENSITIVE)

Working with the Chief Officers, Sales Team leads, the Sales and Marketing departments. Plan the grand opening event for the evening of March 28th. The sales department will develop a special promotion (\$5000 and Grand Opening cake) for all that come to room 433 and develop advertising flyers (to be handed out to people at back to school night), your teacher will get a grand opening cake. Work with the Chief Officers will work out the schedule for people to work the grand opening that evening and prepare visitor checks for guests to purchase from our company at the event. Marketing will set up the visitor table at 5:00 The event will run from 5:30-7:00 pm to help support the event. 1-2 to host the refreshments and 6-8 employees to act as sales people for those purchasing from the company website. All sales will go towards sales teams to increase grades.

Employee responsible for this task

Evidence 1.1: Grand Opening Promotion Flyers → Canvas March 2-4

Employee responsible for this task

Evidence 1.2: Visitor Checks printed → teacher observation

Task 2.0: Monthly Sales Report for February

Download the sales report template and complete the report for February. Complete the report with all sales data from the month of February.

Employee responsible for this task

Evidence: Monthly Sales report for February → Canvas March 2-4

Task 3.0: Inventory & Marketplace Order

Update the inventory from the online sales and the Los Angeles Trade show and determine what needs to be ordered to the inventory. Purchase the items from the wholesale marketplace for both the monthly Sales Contract and the restocking of inventory from customer sales. Print both of the orders so that they can be paid by accounting.

Employee responsible for this task

Evidence: February Inventory → Canvas March 2-4

Employee responsible for this task

Evidence: March Wholesale Marketplace orders → Canvas March 2-4

Task 4.0: Returned Customers Invoices

If the customer has been invoiced and the e-mail bounces back and can not be delivered because of a bad e-mail, Have the assigned sales team member to investigate the e-mail that are returned as “undeliverable” and work to resolve these invoices so they can get to the people who made the purchases so that payment can be received. The goal is to get them to pay as soon as possible. Note what the issue was and the resolution to the issue in the list.

Employee responsible for this task

Evidence: Returned Customer Resolution List → Canvas March 2-4

Task 5.0: Preparation for the New York

Work with the New York Lead person to gather the company catalogs, get clip boards and order forms that will be used at the trade show. Update the trade show sale/promotions pages you used at previous events and print them for the booth set-up simulation on March 28th. Work with the New York Lead to set up the work schedule at the trade show. Get an envelop to gather all the sales materials (catalogs, work schedule, order forms, sign-in sheet) for the trade show.

Vice President of Sales

Evidence: Sales materials verified and packed →

Team Leader for New York

Date

Task 6.0: Sales Team Standings

Create a list of current sales teams and the number of orders they have earned through the end of February. Submit the list of team members and the team current totals. This will be updated for the months of March and April to calculate final team bonuses for the year end grades.

Employee responsible for this task

Evidence: Sales Team Standings → Canvas March 2-4