



## **DOWN TO EARTH JOB OPENING**

### **Job Title: Wholesale Sales Representative**

- Full Time benefit package including paid time off, paid holidays, health/dental/vision insurance, 401(k) Retirement Plan
- Compensation: \$14/hr to \$20/hr DOE
- Work Schedule: 5-day work schedule, Monday – Friday, 8:30 AM – 5:00 PM  
Some weekend and/or evening work when participating in trade shows or road sales.
- Equal opportunity employer

**General Summary:** Down to Earth was founded in 1977 as a small store in Eugene, Oregon, selling quality household goods to enrich the natural lifestyle experience. Today our wholesale distribution center offers thousands of practical products for the home, kitchen and garden. We are looking for a dynamic, motivated individual with a strong background in the organic gardening industry to join our wholesale sales team. The ideal candidate has a high work ethic, is open and coachable, and has a passion for customer experience. This position will eventually travel as needed to call on wholesale garden/nursery and housewares accounts.

### **Essential Job Functions:**

- **Team Member:** Display a genuine commitment and willingness to be part of the sales team in the best interest of the customer.
- **Customer Service and positive relationships:** Develop and maintain an authentic, friendly relationship with all DTE customers, team members and employees.
- **Office Sales:** Receives customer orders by e-mail, fax and phone. Responsible to enter orders in computer sales order entry system with 100% accuracy. Actively seeks out new customer potential on a daily basis.
- **Trade Show / Catalog and Website Request Prospects:** Attends trade shows for DTE distribution needed. Maintains follow-up on trade show and website contacts and phone prospects that have requested catalog and product information.
- **Customer Accounts:** Maintain regular communications with customer in assigned sales territory. Actively seek out new business contacts/prospects.

### **Incidental or Minor Duties:**

- **Participates in regular sales meetings.**
- **Gives input into purchasing decisions when requested**
- **Return Processing:** Helps process Trade Show and Road Trip sample returns.
- **Proof Catalog:** Helps to Proof-read / price check Down To Earth wholesale product catalog and sales flyers.

### **Job Requirements:**

- Three years wholesale sales experience or 5 years retail sales experience.
- Strong organic gardening knowledge essential.
- Intense use of computers and telephones required. Working knowledge of Microsoft Office suite, especially Outlook and Excel.
- Reliable, proven team player.
- Detail minded. Comfortable and accurate with data entry and follow through with company procedures.
- Must have a valid driver's license and good driving record.

### **How to respond:**

- Reply with Cover Letter & Resume via e-mail to [hrdowntoearth@gmail.com](mailto:hrdowntoearth@gmail.com) or
- Fax Cover Letter & Resume to **541-485-7141**