Α	В	С	D	Ε	F	G	Н	Ι	J	K	L	М	N	0	Р	Q	R	S	T	U	٧	٧	Х	Υ											
	Key: Blue = recommended addition Green = has direct reports (manager) Red = recommended deletion Purple = Anytime D or R changing Black = status quo R = Responsibility D = Duty DD = Delegated Duty A = Authority	Revise? (Y) or (N)	Board of Directors	President	Director of Operations	Office Manager	Admin. Assistant	Warehouse Manager	Shipper / Receiver	Picker / Packer	Driver	Controller	Purchasing/Receiving Manager	Parts Purchasing/Receiving Clerk	Accessories Purchasing/Receiving	Accounting Manager	ARClerk	AP Clerk	IT Manager	Director of Sales & Marketing	Sales Manager	Outside Sales Rep.	Customer Service Rep.	Special Projects											
		Exec. Office			e		Varehouse				Purchasing			Accounting			IT	Sales																	
	Leadership / Management																																		
	Supervise warehouse staff.				R	_		D																											
2	Manage office.				R	D																	-												
3	Supervise all staff (except sales people).				D																														
	Answer questions from direct reports (and refer non-direct reports to their manager when																																		
4	appropriate).			R	D	D		D				D	D			D				0	D														
	Lead the management team.		R	D	-	-		-					-							-	-														
	Collect and analyze weekly Lost Sales reports		**																																
6	and update ordering, accordingly.											В	D																						
•	and apaste ordering, accordingly.												_																						
	Ensure that meetings are run in an effective																																		
	manner (e.g. deliver measurable results).			R	D	D		D				D	D			D				D															
	Ensure that daily Ford report is accurate,																																		
8	complete and submitted.											R				D																			
	Ensure that weekly Lost Sales reports are																																		
	being completed in a timely manner.																			R	D														
	Analyze weekly Lost Sales reports and																																		
10	recommend next steps.												D							R	D														
	Understand and recognize all the duties and																																		
	responsibilities within your department and be																																		
	able to prioritize the work for by order of																																		
11	importance.			R	D	D		D				D	D			D				D															
12	Leverage your direct reports to the best advantage of the company (e.g. utilizing driver time between runs, finding work for idle hands, etc.)			R	D	D		D				D	D			D				D															
	Ensure that the department is open and																																		
	functioning on time and that all necessary																																		
	duties are completed, equipment and lights																																		
	turned off and work area secured and locked					_		_				_	_			_				_															
13	before leaving for the day.			R	D	D		D				D	D			D				D															
	Balance your work force to ensure that																																		
	priorities are being met and that the																																		
,,	department is functioning to the best of its			ь	n	В		ь					n.			_				<u>.</u>															
14	ability with the staff available.			R	D	D		D				D	D			D				D															
15	Dispatch direct reports as required to handle daily priorities.			R	D	D		D				D	D			D				D															
-	× 5				_	_		_					_							_															
	Identify special projects within your																																		
	department and assign appropriate direct																																		
	reports as time is available (e.g. bin locating,																																		
16	filing, labeling, reworking stock, etc.).	L_J		R	D	D		D				D	D			D				D															
+	Matrix / Organizational Chart / Performance Criteria / Reports / Sales Rep. Matrix / Customer Service Rep. Matrix / Imp																																		
															-,																				

email/phone Other Comments S HIGH SCHOOL DIPLOMA Education ব m Z Years food service industry ω Sales and closing solvice in dus; perience would connmunicatio Experience in dus; perience ڡ LΩ 9 х See Computer х SINON POLITICA DUE ALES х bes Riejes Snuoq Snid Alejes Using own Vehicle O.K. ڡ х Commute reasonable чO Needs med e to Hed se Alow OS WIND BUILD OF WHIN CO. х Candidate Rating Matrix & Pre-Screening Matrix Working Environment AO monorman Source on the Source of th abulinh lenoissalold Goals sqinsnoineles Relations Organizational Capabilities POSITION: Sales Representative Behaviours (fit only) ω Injesinosek Delevio M. Nos Communication Effectiveners ڡ 4O х ABSOLUTE REQ Name 17 3 2 4 2 9 ~

• • N Matrix / Organizational Chart / Performance Criteria / Reports / Sales Rep. Matrix / Customer Service Rep. Matrix

Comments:

\(\) Implementation Plan