

Job Title: Territory Manager



Position Type: Salaried/Exempt

Reports To: General Manager
Supervises: Leads and Merchandisers

General Job Description: Work with a team of leads and merchandisers to maintain product in the stores in your assigned territory. We strive to take pride in the work we do with the product we are merchandising, and as a guest in the store, we want to represent ourselves in a professional and courteous manner.

Essential Functions:

- Interview, hire, train, evaluate and promote leads, merchandisers and sales personnel.
- Understand and maintain Plan-O-Gram and MAP integrity.
- Determine appropriate staffing levels and employment requirements.
- Prepare employee work schedules and assign specific duties as needed.
- Manage weekly personnel hours within budgetary guidelines.
- Review and approve employee work time entries into payroll system daily.
- Keep and maintain accurate records of employee work schedules and time entries.
- Ensure that merchandise is correctly priced, displayed and that it functions as advertised.
- Respond to assigned tasks from the office or General Manager in a timely manner.
- Report information to office on PDA
- Direct and coordinate activities with vendors for the distribution of products.
- Manage the movement of goods into and out of multiple retail locations.
- Oversee and monitor vendor services to ensure efficient and effective services within budgetary guidelines.
- Identify, maintain, and enforce safety, health, and security protocols and rules.
- Prepare budgetary reports for management.
- Confer with company officials to develop methods and procedures to increase sales, expand markets, and promote business.
- Resolve or assist workers with resolve workplace problems
- Assign work to support staff as needed
- Resolve customer or public complaints.

Secondary Functions:

- Perform sales floor work such as stocking shelves, and taking inventory.
- Direct and supervise employees engaged in sales floor merchandising.
- Perform work activities of subordinates, such as cleaning and organizing shelves and displays, maintaining proper signage, maintain clean work areas, inventory stock and reorder as needed.
- Assist Territory Managers with the planning, preparation and maintenance of work schedules and employment records.
- Examine merchandise to ensure that it is correctly priced and displayed and that it functions as advertised.
- Examine products purchased for resale or received for storage to assess the condition of each product or item.

Knowledge, Skills, and Abilities Required:

- Able to build relationships with store personnel and management.
- Able to understand Plan-O-Gram and MAP integrity.
- Able to understand and utilize administrative programs such as payroll, budgets, product sales and delivery scheduling, merchandising and employee scheduling.
- Able to distinguish plants, shrubs and trees to be merchandised using product labels
- Able to receive telephonic merchandising instructions and work schedules.
- Able to report to multiple work sites during a single shift as needed.
- Able to work varied shifts and varied work days, including weekends and holidays as operational needs dictate.

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- Able to assess the condition of each product or item purchased for resale or received for storage.
 - Able to communicate and follow verbal and written instructions.
 - Able to maintain a courteous and professional demeanor at all times.
 - Able to work well with others including co-workers, retail establishment employees and administration, as well as members of the public.
 - Able to travel to multiple work locations and provide proof of automobile insurance.

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Supervisory Responsibilities: Yes

Leadership:

Supervise/manage/direct the selection, training, development, appraisal and work assignments of sales, leads and merchandising personnel.

Other Duties and Responsibilities:

Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. Participate in proactive team efforts to achieve departmental and company goals. Provide leadership to others through example and sharing of knowledge/skill. Perform other duties as assigned.

Education and Experience:

High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

Valid Driver's License and proof of Insurance

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English. Ability to write routine reports and correspondence in English. Ability to speak effectively before groups of customers or employees of organization in English.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Operations:

Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.

Planning/Organization:

Handle multiple tasks simultaneously.

Physical Activity Level:

Extensive physical activity performing strenuous daily activities. (See next page for a complete description of the physical demands required)

Manual Dexterity:

Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.

Vision:

Color vision (ability to identify and distinguish colors)

Work Environment:

Works in outdoor weather conditions on a regular basis.

Noise typical for the work environment of this job:

Moderate noise (examples: business office with computers and printers, light traffic)

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Work Schedule/Hours:

As a Territory Manager, the expected length of the workday and work week may vary from day to day or week to week. Territory Managers are expected to work daily and weekly hours sufficient to meet the objectives necessary, regardless of the actual hours to be worked. It is expected that a Territory Manager will work a minimum of 40 hours per week in order to accomplish the assigned duties and responsibilities.

Travel:

Minimal overnight travel (up to 10%) by land and/or air.

Physical Environmental Demands:

Physical Requirements Daily requirements for each of the following physical characteristics of the position are noted by a corresponding mark in the appropriate box to the right.	Intermittent	Less than 1 hour	Occasional 1 - 3 hours	Frequently 3 - 6 hours	Continuous 6 + hours
Sit		X			
Stand					X
Walk (even surface)					X
Walk (uneven surface)		X			
Balance					X
Bend, crouch and stoop					X
Lift and carry: 1- 10 lbs					X
11 – 20 lbs				X	
21 – 45 lbs		X			
46 – 75 lbs with assistance		X			
Push and pull: 1- 10 lbs					X
11 – 25 lbs				X	
26 – 45 lbs		X			
46 – 75 lbs		X			
76 – 100 lbs		X			
Kneel and crawl	X				
Climb stairs			X		
Climb ladder		X			
Reach above shoulder				X	
Use of arms					X
Use of wrist					X
Use of hands (grasping)					X
Use of hands (squeezing)					X
Operate foot control		X			

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I hereby acknowledge the foregoing essential job functions and represent to American Nursery Services, Inc. (ANS) that I am able to meet all of the above noted requirements for this position, with or without a reasonable accommodation. If I should require an accommodation in order to properly fulfill the responsibilities of this position, I agree to notify my supervisor immediately. I understand that ANS may or may not be required to provide an accommodation where no reasonable accommodation is available.

Applicant/Employee Signature: _____

Printed Name: _____

Date: _____