



## Bay State Milling Job Description

**Job Title:** Territory Sales Representative  
**Department:** Sales  
**Reports To:** Regional Sales Manager  
**FLSA Status:** Exempt  
**Prepared By:** Joe Doyle  
**Revised Date:** 7/16/2024

### **ABOUT BAY STATE MILLING:**

Bay State Milling is a family-owned company with a strategic intent to support the growth of the next generation grain-based foods in North America by providing the leading array of plant-based ingredients. Since 1899, we have proudly provided exceptional quality flour and grain products, and we continue to build on our legacy as we bring new supply chains and technologies into our realm of capabilities. Our Core purpose is to provide food ingredients to promote the growth of healthful and affordable food choices for the consumer.

We recognize that the universe of grain-based foods is constantly changing and responding to consumers' desire for variety, healthfulness, great taste and affordability in their food choices. We are not afraid of change; in fact, we believe that change cultivates opportunity. Our goal is to stay a step ahead of our customer's needs, while always maintaining the trust they have placed in us for generations. We are committed to maintaining our Core Values of **INTEGRITY, QUALITY, CREATIVITY, CARING, and COLLABORATION** in pursuit of achieving this goal.

### **SUMMARY**

The Territory Sales Representative is responsible for executing sales to selected accounts in commercial baking, food service, chains, food manufacturing, and Grain-based food ingredient distribution segments.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

Product and ingredient solutions in grain-based foods are key focus areas in Bay State Milling's business strategy. These custom solutions have broad potential from flour to blended product applications in food processing and commercial baking segments. Our Company is a leader in conventional, whole grain, multi grain, organic, specialty, and gluten free products providing a broad spectrum of seeds, grain blends, and flours that can cost effectively create flavor, improve nutrition, and drive consistency for our customers. In addition to being able to provide naturally good ingredients the company has the capability to fortify and build a wide variety of custom products through its blending capabilities. Blended products can improve nutrition, create flavor, drive efficiency and consistency, and improve execution for our customers.

Essential duties and responsibilities for this position include:

1. Key areas of responsibility:
  - a. Sell wheat flour, seed and grain ingredients to selected regional customers.
  - b. Deepen customer relationships and strengthen Bay State Milling's geographic presence and market penetration with commercial baking, food manufacturing, and bakery/food service distribution segments.
2. Manage the contribution margin on customer sales which includes:
  - a. Assist in customer sales strategy development.
  - b. Budgeting & forecasting
  - c. Pricing responsibility and accountability
  - d. Formal customer relationship management
  - e. Monitor and communicate customer business performance.
3. Collaborate cross-functionally with Management, Sales & Marketing, R&D, Operations, QA, Transportation, and the financial job families to create enterprise customer awareness and deliver relevant, timely, and profitable customer solutions that create and optimize value.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **EDUCATION and EXPERIENCE**

Bachelor's degree preferred and/or two years selling or general experience in the food, food distribution, or food manufacturing business with excellent oral and written communication skills. Incumbents must possess strong leadership, negotiation, presentation, and self-motivation skills as well as a working knowledge of computerized business and communications applications. Incumbent must have the ability to plan and prioritize.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to figure, handle, or feel; reach with hands and arms; and talk and hear. Employee is frequently required to stand, walk, climb, or balance, and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus. The employee is also required to travel via automobile and plane for long distances on a regular basis.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those that must be met by an employee successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The primary work environment is an office environment. The noise level in the work environment is usually low. Travel requirements will require frequent visits to manufacturing facilities that will expose the employee to machinery, moderate to high noise levels, airborne particles, dust, and heat. Hearing protection is required in certain areas of the plant.