



Bay Area Beverage

TITLE:	Inside Sales Representative
DEPARTMENT:	Sales
REPORTS TO:	Sales Manager
LOCATION:	Richmond, CA
BENEFITS:	Yes
STATUS:	Full-time, Non-Exempt

Position Summary – (HEAVY PHONES, NOT AN OUTSIDE SALES POSITION)

The Inside Sales Representative is responsible for profitably growing our inside sales channel by making daily outbound calls to our customers.

The successful candidate must have a demonstrated passion for managing relationships, building business and providing excellent customer service in a dynamic environment.

The ideal candidate for this position must have solid experience in the following areas:

- Eagerness to professionally resolve customer issues using a variety of available tools and solutions
- Strong skills with Microsoft Office Tools such as Word, Excel, PowerPoint, Outlook, etc.
- Working knowledge of sales, marketing, distribution, advertising, finance, inventory control, customer service and promotions
- Preferred 2-3 years of industry related sales experience within the beer distributor or supplier industry

Desired Traits

- Ability to understand complex verbal and written instructions
- Excellent oral and telephone communication skills
- Total customer service orientation
- Strong follow-up skills
- Outstanding interpersonal skills
- Ability to work independently
- Strong organizational and planning skills
- Ability to multi-task

If this describes you and the kind of career opportunity you're looking for, ***we want to hear from you!***

You can complete an employment application on our website at www.bayarabev.com and clicking on "Employment Opportunities" under the "About Us" tab, visiting our offices during normal business hours, M - F, 8:00 am and 5:00 pm, or submitting a cover letter and resume via email to

careers@bayareabev.com or mail to Human Resources, Bay Area Beverage Company, 700 National Court, Richmond, CA 94804. A pre-employment background check will be required for this position.

Bay Area Beverage is always on the lookout for exceptional talent to join our accomplished professionals. We offer competitive wages, plus a generous benefits package that includes paying 85% of the premium for medical, dental and vision insurance for you and your eligible dependents, and 100% for life insurance.

Full-time team members enjoy paid vacation and sick days, and we celebrate 10 paid holidays every year. We offer a 401k Retirement Plan with a generous company match which is vested immediately. We value our team members and celebrate tenure with a terrific awards program, and offer Tuition Assistance Scholarships to all eligible team members and their dependent children.

About Us

Bay Area Beverage is a leading Northern California distributor for some of the most important and exciting domestic, international and craft brands, including: Coors, Miller, Heineken, Lagunitas, Corona, Modelo, Ballast Point, New Belgium, Anchor, Guinness, 21st Amendment, Pyramid, Duvel, Dos Equis, Firestone Walker, Angry Orchard, Henry's Hard Soda and many other interesting and innovative beverages.

Covering all of Alameda and Contra Costa counties, our team of more than 250 beverage industry professionals is dedicated to providing superior sales, delivery and merchandising of 8.4 million cases annually to almost 4,000 customers. With a commitment to developing great talent, and a focus on intelligent growth and employing smart business practices, we are proud to retain our small company feel.