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# Example of Category Sales Job Description

Our company is searching for experienced candidates for the position of category sales. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for category sales

* Coordinate planning of NY markets
* Prepare seasonal product books by category and client
* Maintain and monitor selling reports for all major department stores
* Collaborate with Logistics department to ensure consistent communication with clients on order processing and shipping needs are being met
* Maintain seasonal order confirmations and ensure weekly shipping updates are delivered in a timely manner
* Check vendor orders for accuracy and assist in order processing, EDI/order confirmation process and shipment tracking
* Data analysis and customer performance reporting for regular weekly or monthly routines
* Supporting Category Planning managers with data analysis for strategic & tactical customer projects
* Lead range review process, providing data analysis, range & space recommendations, merchandising guidelines and creation of planograms
* Support on evaluation of range review & project performance

## Qualifications for category sales

* Between 1-5 years of relevant sales experience
* Demonstrated ability to deliver business results
* Demonstrated ability to think critically & solve complex business problems
* Ghanaian citizenship
* Ambitious, self-starter, driven
* Proven track record for building collaborative relationships