



# Supervisor-Special Events

Posting Date 01/18/2018

Division: Bayou  
Sales Center: Baton Rouge  
Department: Sales  
Shift: TBD

## Summary Job Statement

Responsible for organizing special events, delivery of product, set up of equipment and working community/special events throughout the Baton Rouge Coca-Cola territory. Ensure that Coca-Cola beverage sales and marketing elements dominate each event. Performs work in accordance with company goals and values. Prioritizes and organizes work effectively to meet deadlines and achieve performance objectives. Supports management decisions. Sets a good example for interdepartmental cooperation, teamwork and problem solving to achieve company goals. Takes an active role in safety and housekeeping endeavors; accepts individual responsibility for safety. Performs work to positively support internal and external customers; uses good judgment in interpreting policies and procedures to meet customer needs. Builds and sustains customer commitment and loyalty by continuously improving and/or developing processes, products and/or services. Maintains trusting relationships and treats all individuals fairly and with respect. Communicates concerns constructively through the proper channel of authority to identify opportunities and resolve problems. Sends and receives information effectively internally and externally using appropriate forms of communication. Performs other duties as assigned.

**Coca-Cola  
Bottling Company  
UNITED**

"An EEO/AAP Employer (M/F/D/V)"  
9696 Plank Road  
Baton Rouge, LA 70811

[cocacolaunited.com](http://cocacolaunited.com)

## Responsibilities

- Sell in existing events, competitive events and new events
- Schedule all events, call all orders into the call center, work with dispatch to dispatch orders on the truck and distribute work daily to Special Events Merchandisers
- Works special events
- Delivers product and equipment when needed
- Conduct safety training with Special Events Merchandisers
- Submit coolers needed for events into life cycle
- Assist departments with special request-i.e. setting up meetings-sales rallies

## Minimum Qualifications/Requirements

- High school diploma or general education degree (GED); or 3 to 6 months related experience and/or training; or equivalent combination of education and experience.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- 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.

**PHYSICAL REQUIREMENTS:** Position will be required to comply with the CCBCU Personal Protective Equipment Program. Position is required to wear safety toed shoes when performing the following tasks: Operating Powered Industrial Equipment or Working in an Area where Powered Industrial Equipment is in use, Fleet Maintenance, Working with Palletized Product, Use of Hand Trucks/Dollies to Deliver Product, Cooler Services, etc.

## Additional Comments

*Successful candidates with our company must pass a drug screen and background check. (MVR/DOT Physical, if applicable)*