



# Job Announcement

## **Lottery Service Representative – Burley, American Falls, Rupert**

The Idaho Lottery is seeking a Service Representative to join our fast-paced, fun team, to serve the Burley, American Falls & Rupert areas.

The Idaho Lottery Service Representative serves as the first point of contact to Lottery retailers. They routinely visit each of the 70 (+/-) locations in their assigned area to monitor Lottery products, ensures each retailer has sufficient stock, and maintains current games. This position works to ensure that retailers are meeting monthly sales goals and that each retailer has marketing and promotional materials and proper working equipment. The Service Representative trains players, clerks, and other retailer personnel on Lottery products and equipment, while continuously creating interest in and introducing new products, and recruiting new retailers.

The Lottery Service Representative has the following responsibilities:

- Manage all retail accounts in assigned region
- Monitor machine installation and training within region
- Perform sales analysis for Retailers and implement improvement plans when needed
- Introduce state-wide promotions and new game information
- Maintain a consistent call cycle to cover assigned region
- Maintain and distribute all point of sale for region
- Manage all Lottery inventory for retail locations
- Operate sales force automation route/retailer management system
- Conduct promotions/clerk incentives at retail locations
- Recruit new accounts in individual region
- Work to achieve sales goals
- Place permanent signage and maintain best practices at retail locations
- Maintain Lottery vehicle

## **Knowledge, Skills, and Requirements**

Qualified applicants must:

- Have good knowledge of marketing and sales principles, specifically project planning, concepts, practices, and goals
- Have excellent computer skills
- Possess excellent customer service and communication skills
- Be able to work independently and with limited supervision
- Be motivated to succeed
- Have and maintain a good driving record
- Possess a current, valid drivers' license
- **Be able to successfully pass criminal, credit, and public records background checks conducted by the Idaho Lottery**
- **Pass a pre-employment drug test**

This is a full-time position and applicant must live within the route, preferably in a central location to service the region properly since the position is based out of the Representative's home. The Lottery Sales Representative spends most of the day on the road visiting and calling on retail accounts and also works out of their home with occasional work in the Idaho Lottery Office, located in Boise. **Pay for this position is \$21.10 per hour, plus full benefits.**

The Idaho Lottery is a self-governing State agency and offers a great benefits package including medical, dental, vision, disability, and life insurance; paid sick and vacation time; all paid State holidays; State retirement program (PERSI); and many others.

If you feel this job is for you and you wish to apply, please visit:

<https://statecareers.idaho.gov/jobs/16443746-lottery-service-representative-burley-american-falls-rupert>

The Idaho Lottery is an Equal Opportunity Employer!