# **NSCA**

# **Sample Position Description**

# **Title:** Sales Manager

**Reports to:** President

**Class:** Full-Time

**Type:** Salary <Commission>

**Revised:** 9/15/20XX

# **Primary Role:**

*Plans, organizes and implements sales programs for the company. Plans and is responsible for achieving overall sales objectives. Oversees inside and/or outside sales executives. Oversees handling of key accounts. Coordinates budgets, forecasts and reports on product and pricing trends.*

**Responsibilities:**

1. Responsible for oversight of sales department and all sales executives
2. Responsible for the development of department and employee objectives
3. Determine and implement policy for pricing products and services
4. Responsible for monitoring all sales related activity
5. Assist sales staff with sales calls, quotations and customer presentations
6. Provides accurate and timely sales reports to management
7. Responsible for developing annual sales budget
8. Responsible for determining quotas for all sales executives
9. Performs annual performance evaluations for sales staff
10. Oversees the sales compensation program and manages accordingly
11. Oversees handling or handles key customer accounts
12. Responsible for acquiring, retaining or termination of sales staff
13. Assist with marketing of company’s products and services
14. Other duties as required or assigned by company management

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**Accountability:**

# The Sales Manager will be accountable to the President. Secondary accountability will be to the other management team members, employees and customers of the company.

**Qualifications:**

The Sales Manager shall possess a four-year degree from an accredited college or university with emphasis in business, marketing or engineering or an equivalent combination of education and experience in the field of sales or service of electronics equipment. The Sales Manager should possess a minimum of 2 years prior sales management experience.

## Travel:

It is expected that this position will require a moderate to considerable amount of travel to customer and vendor sites.

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.