

Job Description	Sales Manager
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Job Description	
Job Title:	Sales Manager
Department/Location:	Office-based in [STATE AREA] [extensive] travel will be required within
Reports to:	[JOB TITLE e.g.
Staff Responsibilities: Sales Representatives	
Hours of work:	e.g. 9.00 am to
Salary Range:	
Summary of Position: To organize, motivate and lead a team of sales representatives to ensure that all team members meet or exceed their individual and team targets.	

Primary Responsibilities	
To take responsibility for the recruitment of sales representatives within the team	and implement effective and focused sales
To take responsibility for the technical and product development of the sales team	and motivate the sales team
To set budgets and targets for sales team within company marketing plan	presentations within the company and to

Personal Specification		
		Desirable
Qualifications & Training	Educated to degree	MBA qualification
Experience	At least five years experience in a delivering business	Experience in same industry
Qualities and Attitude	Well-organized, influencing skills, approach, self-starting relationships at	Proactive
Product Knowledge	Experience of identifying opportunities	Able to contribute to product development process

Competencies (see Interview Guidance Notes)	
Strong organizational skills	working approach
Leadership skills	effective relationships
Assertive	service focus
Effective communicator, on phone, in writing and in person	skills

Prepared by		
Name:		Date:
Title and/or Department:		

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder should participate in this process and we would aim to reach agreement on any changes.