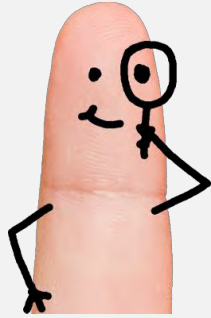


Date completed/revised: DD/MM/YYYY

Position Details

Title	Sales Manager/Director/VP		
Reports To	Insert title, not individual's name		
Department	Sales		
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY		
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable		
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable		
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week		
Location			
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP		
Salary Range	Insert salary range, or insert: "As per Job Classification"		
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable		



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Responsibilities/Accountabilities

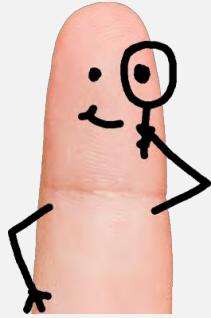
Responsibilities:

1. Sales Team Management Example 30%

- a. Designs a sales strategy to attain organizational target sales and revenues.
- b. Assesses the strengths and weakness of the sales team and manages sales program accordingly.
- c. Ensures the sales team has necessary resources for high performance.
- d. Delegates responsibility of customer accounts to sales personnel.
- e. Liaises with other departments to ensure sales objectives are achieved.
- f. Investigates lost customer accounts and sales.
- g. Tracks and interprets sales figures.
- h. Formulates sales policies and procedures.
- i. Forecasts monthly, quarterly and annual sales revenue.
- j. Identifies new sales opportunities.

2. Regional Sales Team Management Example 30%

- a. Provides leadership and serves as a resource to district sales managers in identifying and resolving sales issues and implementing strategic sales strategies.
- b. Establishes sales objectives by creating a sales plan for districts in support of national objectives.
- c. Accomplishes regional sales objectives, having overall responsibilities for hiring, orientation, onboarding, training and development of employees in assigned districts.
- d. Communicates job expectations, carrying out responsibilities such as:
 - i. Performance reviews and improvement plans.
 - ii. Job evaluations.
 - iii. Planning and reviewing compensation actions.
 - iv. Enforcing policies and procedures.
- e. Contributes to regional sales information and recommends strategic plans and reviews.
 - i. Prepares and completes action plans.
 - ii. Implements production, productivity, quality, and customer-service standards.
 - iii. Resolves problems.
 - iv. Completes audits.
 - v. Identifies trends.



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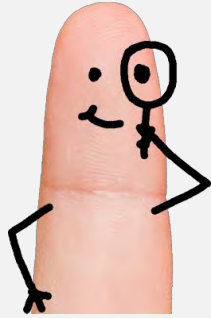
d. 

Job-Related Technical Skills

Skills	Proficient	Experience with	Familiar with
Proven record of meeting or exceeding sales targets	x		
Planning and implementing sales strategy	x		
Market research	x		
Technical sales process skills	x		
'Pipeline' management skills	x		
Closing skills	x		
Customer relationship management	x		
Relevant sales software applications		x	
Account management	x		
Sales pipeline and funnel reporting	x		
Promotional skills	x		
Marketing skills	x		
MS Office suite		x	
A minimum of 35 words per minute typing speed or the ability to use voice to text software to support increasing digital communication and content generation	x		
Enter additional skills if needed			
Enter additional skills if needed			

Experience/Education/Training

Experience/Education/Training	Required	Preferred
A minimum of 3-5 years' experience in a sales management position	x	
Bachelor's or Master's degree in sales, marketing, business administration or a related field		x



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DECISION MAKING

- ♦ Identifies purposes and objectives, assesses situations, and makes decisions while exhibiting judgment and a realistic understanding of issues.
- ♦ When appropriate, involves others in the process.
- ♦ Uses reason even when dealing with emotional topics.
- ♦ Provides rationale for decision. Evaluates results.

INNOVATION / CREATIVITY

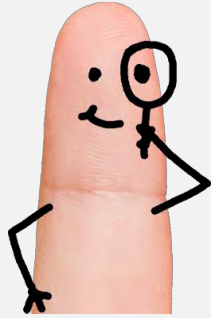
- ♦ Thinks outside the box.
- ♦ Challenges status quo and traditional 'the way things have always been done' thinking.
- ♦ Applies original thinking in approach to job and other processes, methods, systems, products, and/or services.
- ♦ Engages in responsible dialogue and brainstorming to develop new ideas and unique solutions to problems.
- ♦ Continuously seeks ways to improve all aspects of the Company and communicates suggestions.

ANALYTICAL

- ♦ Examines and interprets a wide variety of data/information and makes recommendations or decisions.
- ♦ Identifies underlying complex issues.
- ♦ Systematically compares and organizes.
- ♦ Personally investigates and digs deeper to understand new concepts, approaches, and cause-and-effect.

INFLUENCE / PERSUASIVENESS

- ♦ Influences and persuades others to gain agreement or acceptance of an idea, plan, activity, or product.
- ♦ Uses strong arguments and creative approaches to gain support for a point of view or mobilize people to take action.
- ♦ Works to make others feel ownership in solutions.
- ♦ Identifies key decision-makers on issues of concern.
- ♦ Improvises and thinks quickly on one's feet.
- ♦ Sells ideas despite resistance.



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Acknowledgement

Accepted and agreed to by:

EMPLOYEE

Employee Name	
Signature	Date

MANAGER APPROVAL

Manager Name	Manager Title
Signature	Date

NEXT LEVEL APPROVAL

All job descriptions require approval by CUSTOMIZER: Insert approval position level 1. Example: Department VP, or delete this section if not applicable.

Name	Title
Signature	Date

HR APPROVAL

All positions require review and approval by HR CUSTOMIZER: Insert HR approval level. Example: HR Manager, or delete this section if not applicable.

Name	Title
Signature	Date