**Position Description**

**Position:** Sales Manager

**Reports to:

Date:**

**Role Description**

The role of this position is to provide leadership and direction in the managing of sales of the company’s products and services. This position is responsible for ensuring consistent and profitable growth in sales revenue through developing and implementing action plans consistent with the company’s strategic objectives. The position is also responsible for all management functions relating to company sales personnel.

**Scope of the Position**

This position is housed at the headquarters office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation with the company’s executive staff as well as close cooperation and interaction with all branch location managers. Estimated travel for this position is \_\_\_\_\_%.

Direct reports include **(describe positions and number of direct reports.)** The position is responsible for an annual budget of approximately $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Nature of the Position**

Responsibilities expected of this position include, but are not limited to, the following:

* Establishes all company sales practices, policies and procedures
* Collaborates with sales leadership to create effective processes for prospecting and lead qualification
* Hires high-performing salespeople according to HR staffing guidelines.
* Trains new salespeople to ensure success.
* Manages day-to-day performance of all sales team members and deliver reviews.
* Implements performance plans according to company procedure
* Works with sales leadership to generate ideas for motivational initiatives
* Leads and schedules weekly and/or monthly team meetings with sales team and leadership
* Tracks sales team metrics and report data to leadership on a regular basis
* Coaches and develop direct reports
* Embodies company culture and maintain high sales employee engagement
* Accurately forecasts annual, quarterly, and monthly revenue streams
* Defines revenue goals and assure progress toward those goals through the activities of direct reports.
* Stays alert to things that need to be done and, without being asked, takes the initiative to see that they get done.

**Qualifications:**

* At least 5 years’ experience in lumber and building materials or a related industry with sales experience.
* Proven track record of meeting sales and business objectives
* Computer literacy and knowledge of current office technology.
* Knowledge of Microsoft Office programs including Word and Excel.
* Exceptional organizational skills.
* Strong communication skills.
* Strong interpersonal skills.
* Strong analytical skills.
* Ability to work with confidential information.
* Ability to work independently with limited supervision.
* Ability to effectively build and maintain relationships with employees and vendors.
* Strong commitment to creating a work environment where employees want to do their best
* Ability to think strategically.
* Bachelor's degree or equivalent years of industry experience; Master’s degree preferred.

**Salary Range**

Minimum Midpoint Maximum