

Sales Manager Job Description Template

Our growing company is seeks a Sales Manager who will be responsible for managing and organising our sales team. You will be in charge of managing sales by developing sales plans, meeting sales targets and coordinating with the marketing team on lead generation. You will also be tasked with overseeing the activities and performance of sales staff by tracking sales target progress, setting personal sales targets and provide any required training for members of your team.

In order to succeed in this role, you will need excellent communication skills and the ability and experience to lead a sale team. Previous experience in both a sales and team management positions is a plus.

Key Responsibilities:

- Manage sales by developing business plans that covers sales, revenue and expenses
- Continually meet planned sales targets
- Set individual sales targets with every member of sales team in order to meet overall team sales targets
- Track sales targets and reporting results as necessary
- Oversee the activities and performance of the sales team
- Coordinating with marketing on lead generation
- Provide ongoing training of sales team members
- Develop your sales team by motivating them and providing education on company products
- Promote the organisation and products
- Understand the company's customer demographics and how they relate to specific products

Personal Specification:

- Experience in both sales and management positions
- Experience with managing and developing customer relationships
- Experience with managing small and large teams is preferred but not essential
- Excellent verbal and written communication skills
- A dedication to providing excellent customer service