

**Title:** Sales Manager

**DirecSupply.com**

**Department:** Sales Division - Houston, Texas

**Reports to:** General Manager - Houston, Texas

**Job Objective:**

Responsible for the development and performance of all sales activities in Central US Market. Staffs and directs a sales team and provides leadership towards the achievement of maximum profitability and growth in line with company vision and values. Establishes plans and strategies to expand the customer base in the marketing area and contributes to the development of training and educational programs for clients and Sales Staff.

**Responsibilities:**

- Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
- Responsible for the performance and development of the Sales Staff.
- Prepares action plans by individuals as well as by team for effective search of sales leads and prospects.
- Initiates and coordinates development of action plans to penetrate new markets.
- Assists in the development and implementation of marketing plans as needed.
- Conducts one-on-one review with all Sales Staff to build more effective communications, to understand training and development needs, and to provide insight for the improvement of Sales Staff sales and activity performance.
- Provides timely feedback to senior management regarding performance.
- Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin.
- Maintains accurate records of all pricings, sales, and activity reports submitted by Sales Staff.
- Creates and conducts proposal presentations and RFP responses.
- Assists Sales Staff in preparation of proposals and presentations.
- Controls expenses to meet budget guidelines.
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
- Recruits, tests, and hires Sales Staff based on criteria agreed upon by senior management.

**Relationships and Roles:**

**Internal / External Cooperation**

Insures that all Sales Staff meet or exceed all activity standards for prospecting calls, appointments, presentations, proposals and closes.

- Delegate's authority and responsibility with accountability and follow-up.
- Sets examples for Sales Staff in areas of personal character, commitment, organizational and selling skills, and work habits.
- Conducts regular coaching and counseling with Sales Staff to build motivation and selling skills.
- Maintains contact with all clients in the market area to ensure high levels of client satisfaction.
- Demonstrates ability to interact and cooperate with all company employees.

**Job Specifications:**

- 5-7 years of experience in sales management.
- Experience with business software and the use of technology as a management tool.
- Extensive experience in all aspects of Supplier Relationship Management.
- Strong understanding of customer and market dynamics and requirements.
- Willingness to travel throughout the Central US and work with a team of professionals.
- Proven leadership and ability to drive sales teams.
- Industry experience less important than Sales Management experience.