



JOB DESCRIPTION

SALES MANAGER

JOB PURPOSE

The primary function of the Sales Manager is to build on the success and reputation of Intersum and grow the future business. You will be responsible for creating new business opportunities as well as managing relationships with existing accounts. You will be set demanding and rewarding performance targets that will be achieved through using your experience and expertise. You will play a key part in developing long-term sales strategies for Intersum and also play a key role in the senior management team.

ROLES & RESPONSIBILITIES

Primary Activities

- Develops a business plan and sales strategy for the market that ensures attainment of company sales goals and profitability.
- Prepares action plans 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.
- Provides timely feedback to senior management regarding performance.
- Provides timely, accurate, competitive pricing on all completed prospects for pricing and approval, while striving to maintain maximum profit margin.
- Creates and conducts proposal presentations and RFP responses.
- Adheres to all company policies, procedures and business ethics codes.

Secondary Activities

- As with all employees, you may be called upon to do jobs that fall outside your job description that you can reasonably be expected to perform.
- You must be flexible to work outside core hours where necessary
- Good housekeeping and documentation

Essential Skills

- 5-7 years of experience in sales management.
- Experience with SMEs and large, complex organizations.
- Extensive experience in all aspects of Supplier Relationship Management.
- Strong understanding of customer and market dynamics and requirements.
- Proven leadership and ability to drive sales teams.
- Team player, strong communication and written skills.

- Experience in the creation of sales documentation
- Excellent written and verbal communication skills and the ability to communicate effectively at all levels of the business.
- Experience of working in a dynamic environment and producing quality work to demanding timescales.

ACKNOWLEDGMENT

I (PRINT NAME)_____ understand the above Job Description and agree to comply with the requirements stated above. I understand that I will be held fully responsible for my actions when I do not comply with the agreed Job Description.

Non –Compliance to the agreed job description will result in disciplinary action being taken against you.

Employee acceptance signature:

Signed_____ Print Name _____ Date_____

Authorizing Director's signature:

I have ensured that the above person is aware of their responsibilities as detailed in the Job Description above. I will also take appropriate action in the event of a breach of these policies and refer them to my reporting line manager.

Signed_____ Print Name _____ Date_____