

Position: Sales Manager



Position Classification:	Full time / Exempt
Position Reports to:	Director of Sales
Position Supervises:	Territory Sales Representative and Account Manager

Position Summary

The Sales Manager will build Ingenium's clients market position by defining, locating, and developing business relationships. This position will also employ professional sales techniques, demonstrate product knowledge, manage and lead sales initiatives for a team of 8 or more and foster long-term executive level relationships with customers, partners, manufacturers, and industry leaders. Review and revamp sales standard operating procedures and processes.

Responsibilities

Duties include but are not limited to the following:

Essential function(s)

- Drives sales efforts; making every effort to achieve or exceed department sales goals and objectives, helping to increase market share.
- Serve as a coach, leader and mentor to sales team helping them to achieve success in long sales cycle.
- As needed, train and mentor junior sales team.
- Utilizes the company's Sales Playbook as a guide to develop and train the sales team.
- Oversees all hiring, training and development, and firing of sales personnel.
- Supports the development of annual sales plan, goals, objectives, and special sales projects.
- Maintains and utilizes the company CRM Sales Force and sets requirements and expectations that the Sales Team must meet. Monitors sales activity and evaluates against goals, using available CRM data and other metrics to measure growth, opportunity and productivity.
- Plans for, prepares and delivers audience appropriate presentations and proposals to executives, decision makers, and prospects.
- Reviews, adjusts, and creates sales Standard Operating Procedures.
- Identifies new business opportunities within existing vertical markets and identifies new market opportunities.
- Provide management with an accurate sales forecast.
- Attends events, tradeshow, and sales meetings with the goal of furthering business development opportunities enhancing their brand and market presence.
- Works closely and cross-functionally with marketing team, utilizing company prepared marketing materials and identifying areas of opportunity for new and updated communications.
- Works closely and cross-functionally with other internal teams to assist with customer, prospect, or sales department needs and processes.
- Researches market and industry to understand competition, market trends, and consumer attitudes.

- Attends training classes to stay up to date with changes and enhancements to company products and services.
- Performs other duties as assigned by management.

Non- Essential Function(s)

- Prepare written presentations, reports, and price quotations.

Qualifications and Experience

- 5+ years demonstrated experience in sales within the B2B space.
- 5+ years managing a team of 5 or more.
- 2+ years in the Hazardous Waste industry preferred.
- Knowledge and former experience with Sales Force (2+ years) is a requirement.
- Must be able to travel 20-30%, may include weekends and holidays.
- Ability to effectively work with management, staff, vendors and customers to achieve results.
- Ability to demonstrate outstanding leadership that inspires, motivates and supports others to perform well and create a team environment.
- Exceptional ability to listen and problem solve, with a history of responding calmly and professionally when addressing the needs of staff, vendors, and customers.
- Excellent oral and written communication skills and continual attention to detail in composing, typing and proofing materials for grammatical and spelling errors.
- Track record of processing information timely and complete work within deadlines, and able to cope with peak periods of activity.
- Ability to independently multi-task and follow assignments through completion with innovation, rather than waiting for direction.
- Relies on experience, instructions, guidelines, and judgment to plan and accomplish goals, while demonstrating creativity and latitude.
- Ability to maintain strict confidentiality.
- Proficient computer skills working with various office equipment, computers and various programs including Word, Outlook, PowerPoint, Excel, etc. and the ability to effectively work on spreadsheets, word processing, networking, and email programs.
- Must have a valid driver's license and 3 years of driving experience in operation of the vehicle class type required for this position.
- Must have a clean DMV driving report.

Core Competencies

The Sales Manager must possess a high level of the following competencies in order to be successful in this position.

Leadership and Mentorship

The Sales Manager needs to be a strong leader with the ability to create and share a vision with the sales team. The Sales Manager requires the ability to communicate, innovate, inspire and set the tone for the sales team. The Sales Manager will recruit and build a cohesive sales team. The Sales Manager will develop professional salespeople and motivate each person individually. The Sales Manager will coach and guide each individual to discover the answer, rather than providing it and will lead by example. Coaching is the number one sales

management activity that drives sales performance. The Sales Manager will have better sales rep engagement, reduced turnover and improved job satisfaction.

Hiring

Hiring the right sales team makes a big difference. Sales Managers who can systematically identify and select top sales talent will deliver improved team performance and sales results.

Performance Management

The Sales Manager must have ongoing planned and unplanned checkpoints to address performance issues and develop a plan of action to correct the problems. The Sales Manager must continually raise the bar on performance, and proactively communicate when performance issues arise or goals are not being met, and to have a viable solution in place.

Communication

Sales Managers build bridges between top management, marketing, customer service and the sales team. They encourage 360-feedback between themselves and the sales team. Whether oral or written, all communications will be concise, clear, and convincing. Communication must also be highly nuanced for the particular stakeholder or group being spoken to. They detail the sales process from beginning to end. They capture ideas, goals, stories and best practices in the company Sales Playbook.

Business Acumen

Business acumen is defined as the critical business thinking required to achieve your sales objectives. Understand complex business issues and help sales reps view their business strategically. Teach salespeople how to make wiser decisions, plan better, and effectively allocate their resources based on customer needs and potential for growth.

Strategic Thinking

Sales Managers must create and communicate the sales team's vision. Develop an approach to the marketplace. Continually manage and upgrade the sales process and measure performance. Track compensation and incentives to the strategy.

Results Oriented

Sales Managers focus on getting results for the company and do what needs to be done. The Sales Manager will coordinate multiple resources to the achievement of the decided upon outcome. The Sales Manager will take the blame for failures and give credit to the team for successes because they are driven by outcomes not their ego.

Market and Industry Understanding

The Sales Manager will have expert knowledge of the market and industry that they operate in and find it easier to maintain or improve the same knowledge in their staff. By being an expert, they inspire those around them to increase their expertise. This expertise helps salespeople develop important contacts and recognize worthwhile opportunities while establishing credibility, communicating value, and developing trust.

Education and Certifications

- A bachelor's degree in a business-related field is required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a temperature-controlled office environment or travel via vehicle.
- While performing the duties of this job, the employee is required to walk 30% of the time, stand 30% of the time and sit 40% of the time.
- Position requires some degree of travel.
- The employee will occasionally lift and or carry up to 25 lbs.
- Employee may use computer, phone, copier and other office equipment over the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot or cold temperatures. The noise level in the work environment is moderate.

Work Schedule

Employee will be required to work a minimum of forty (40) hours of per week or as many hours as it may take to perform above job duties. Schedule may vary based on business demands and will require a combination of office hours as well as work performed after hours and/or weekends.

Acknowledgement for Receipt of Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

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Employee Information

Employees Name:	
Employee Signature:	
Date:	

Supervisor Information

Supervisors Name:	
Supervisors Signature:	
Date:	