# SALES MANAGER

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | Sales Manager |
| Job Type: | Permanent full-time |
| Hours of Work: | 38 hours per week, Monday to Friday. |
| Reports to: | Manager |
| Award: | For example: *Commercial Sales Award 2010* |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.***  For example:   * Direct and control ***[insert company name]*** sales strategies and activities to achieve revenue and company growth in line with * the overall business plan. * Drive and motivate the sales team to deliver on the forecast sales targets for the business. * Oversee and direct the activities of Sales in the achievement of business objectives. * Establish the sales objectives, policies and programs of the department, including setting standards, targets and quotas. * Manage the preparation of budgets, reports and forecasts - including Weekly Report, Monthly Report, Bi-Annual Reviews. * Lead and manage the area managers to ensure all sales, account management, business development, and administration tasks are provided and undertaken in a professional and timely manner. * Provide assistance, guidance and support to area managers. |
| 2. Qualifications | ***What qualifications are required for the role?***  For example: Degree in Business |
| 3. Skills | ***List the skills needed for the job.***  For example:   * Demonstrated a strong background in Sales/ Management in a similar industry * Leadership experience * Achieved and exceeded sales results in previous leadership role * Intermediate level computer skills * Excellent written and verbal communication skills |

Employee Signature: Date:

Employer Signature: Date: