

# ***CAPITAL***

**Position Title:** Sales Manager

**Supervisor:** Division Manager

**Status:** Exempt

**Position Summary:** Responsible for supervising and directing sales staff to accomplish a smooth, efficient and profitable sales department that contributes to the overall profitability of the Division and good customer relations.

## **Responsibilities:**

- Recruits and trains Account Managers staff on selling tactics, product knowledge and margin skills
- Directs and supervises Account Managers in daily sales procedures and functions
- Assists Division Manager in managing division
- Solves daily problems arising in sales, including sales orders, shipping, receiving, etc.
- Develops and implements sales and marketing programs (or assists Merchandise Manager)
- Works with vendors on sales promotions (or coordinates with Merchandise Manager)
- Travels with Account Managers and develops customer relations
- Monitors key accounts and multi location accounts personally as necessary
- Monitors and analyzes all sales procedures and reports and manages department to Turn and Earn and ROA performance levels
- Helps Account Managers develop detailed market plan
- Increases and maintains market share
- Monitors product and account concentration
- Monitors and approves all sales expenses
- Reviews performance and wages of Account Managers
- Prepares yearly budget and sales plan for sales department including recommended capital expenditures, personnel requirements and wage administration to support the plan
- Perform other work related duties as assigned by your supervisor and be flexible and adaptable to changes that will occur during the course of employment

## **Education, Experience and Skills Required:**

- 6 years experience in lumber or related industry preferred
- Bachelor's degree from four-year college or university or equivalent combination of education and experience required
- Ability to maintain confidential information regarding company records, policies and pricing
- Possess strong verbal, written, mathematical and interpersonal skills
- Knowledge of profit/loss as it pertains to sales, inventory and bottom line business management
- Ability to prioritize responsibilities
- Possess knowledge of computers, including PC software programs
- Possess a valid driver's license
- Excellent ability to read, write, speak and understand English