



## JOB DESCRIPTION

### SALES MANAGER

**Brief description:**

The position of sales manager in **R T C** consists of directing the actual distribution or movement of [OUR PRODUCTS & SERVICES](#) to the customer, coordinating sales distribution by establishing sales territories, quotas, and goals. It also consists of establishing training programs for his staff, and analyzing sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.

**Tasks:**

- to create sales department under monthly budget as table below :

	<b>Exp</b>	<b>Salary</b>
Sales manager	10+yrs	20000+
Salesman	7+yrs	9000+
Salesman	5+yrs	6000+
Salesman	3+yrs	5000+
Trainee sales man	1yr	2500+

- Confer or consult with department heads to plan advertising services and to secure information on services and customer specifications;
- Confer with potential customers regarding services they may needs and advise them.
- Determine price schedules and discount rates;
- Direct and coordinate activities involving sales of manufactured products, trading products services or other subjects of sale;
- Monitor customer preferences to determine focus of sales efforts;
- Directing & Oversee sales staff;
- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs;
- Resolve customer complaints regarding sales and service;
- Review operational records and reports to project sales and determine profitability.



### **Qualifications and requirements:**

- College degree or higher in business or any related field;
- Ability to give full attention to what other people are saying, to be aware of others' reactions and understanding why they react as they do, and to persuade others to change their minds or behavior.

### **Competencies**

- Integrity — Job requires being honest and ethical.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.
- Initiative — Job requires a willingness to take on responsibilities and challenges.