

Premier Construction & Management, LLC

Employment Application – Sales Manager

Premier Construction & Management, LLC is an Equal Opportunity Employer.

Applicant Information

Full Name: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____

Email: _____

Desired Start Date: _____

Desired Salary: _____

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Are you at least 18 years old?

☐ Yes ☐ No

Driver Information

A valid driver's license is required.

Driver's License Number _____

State _____ Expiration _____

Are you willing to drive a company vehicle?

☐ Yes ☐ No

Are you willing to travel for customer appointments, sales meetings, and employee training?

☐ Yes ☐ No

Position Overview

This position is a **hybrid office and remote role** requiring occasional travel. The Sales Manager will oversee Outside Sales Representatives and Customer Engagement/Lead Generation Associates

while working to increase sales, improve close rates, develop employees, and deliver an outstanding customer experience.

I understand the responsibilities of this position.

Initials _____

Employment History

Employer #1

Company _____

Position _____

Dates Employed _____

Supervisor _____

Phone _____

Reason for Leaving

Major Responsibilities

Employer #2

Company _____

Position _____

Dates Employed _____

Supervisor _____

Phone _____

Reason for Leaving

Major Responsibilities

Sales Experience

Years of Sales Experience

☐ Less than 1

☐ 1–3

☐ 3–5

☐ 5–10

☐ 10+

Have you previously managed a sales team?

☐ Yes ☐ No

If yes, how many employees?

Largest annual sales volume managed

\$ _____

Industries you've sold in (check all that apply)

☐ Construction

☐ Home Improvement

☐ HVAC

☐ Plumbing

☐ Electrical

☐ Roofing

☐ Siding

☐ Decking

☐ Fencing

☐ Remodeling

☐ Commercial Construction

☐ Other _____

Leadership Assessment

Rate yourself from **1–10**

(1 = Beginner • 10 = Expert)

Sales Leadership _____

Coaching Employees _____

Team Motivation _____

Customer Service _____

Conflict Resolution _____

Communication _____

Organization _____

Time Management _____

Problem Solving _____

Training New Employees _____

Managing KPIs _____

Hiring Employees _____

Sales Strategy _____

Lead Conversion _____

Negotiation _____

Closing Sales _____

Presentation Skills _____

Public Speaking _____

Construction Knowledge _____

Construction Knowledge

Please rate your experience.

Residential Construction _____

Commercial Construction _____

Remodeling _____

Siding _____

Decking _____

Fencing _____

Roofing _____

Windows & Doors _____

HVAC _____

Plumbing _____

Electrical _____

Generators _____

Insurance Restoration _____

Reading Estimates _____

Reading Construction Plans _____

Sales Management Questions

What motivates a sales team to consistently perform at a high level?

How would you improve a salesperson with a low closing percentage?

Describe a time you increased sales or improved a process.

How would you ensure customers receive an exceptional experience from first contact through project completion?

Position Responsibilities

I understand this role includes:

- ☐ Managing Outside Sales Representatives.
- ☐ Managing Lead Generation & Customer Engagement Associates.
- ☐ Developing sales strategies to increase revenue.

- ☐ Coaching and mentoring employees.
- ☐ Monitoring lead conversion and closing percentages.
- ☐ Improving customer satisfaction and online reviews.
- ☐ Meeting with homeowners and commercial clients as needed.
- ☐ Training employees in the field.
- ☐ Working in both office and remote environments.
- ☐ Traveling to job sites, meetings, and training events.
- ☐ Working in a fast-paced, growth-oriented company.

Initials _____

Computer Experience

Rate your experience (1–10)

Microsoft Outlook _____

Excel _____

Word _____

CRM Software _____

Jobber _____

Google Workspace _____

Video Meetings _____

General Computer Skills _____

References

Reference #1

Name _____

Relationship _____

Phone _____

Reference #2

Name _____

Relationship _____

Phone _____

Background Screening

Employment is contingent upon:

☐ Criminal Background Check

☐ Drug Screening

Do you consent?

☐ Yes ☐ No

Applicant Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may result in denial of employment or termination if hired.

I understand employment with Premier Construction & Management, LLC is at-will and may be terminated by either party at any time, with or without notice, subject to applicable law.

Applicant Signature

Date _____

Office Evaluation (Do Not Complete)

Leadership Potential

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Construction Knowledge

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Sales Ability

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Recommended

☐ Hire

☐ Hold

☐ Do Not Hire

Recommended Starting Salary

\$ _____

Interviewer Notes
