



# Example of Sales Office Manager Job Description

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Our growing company is searching for experienced candidates for the position of sales office manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for sales office manager

- Ensures Signature Eye Care Experience is delivered consistently to exceed NPS, Exam growth, Retention and OD sales
- Models Signature Eye Care Experience behaviors in areas of patient scheduling, pretesting/assessment, and patient to customer transitioning
- Consistently communicates the importance of an annual eye exam
- Manages individual Customer Connections, NEE, Convergys, patient transitioning
- Establishes effective patient flow based on total store labor model and assigns Pre-testers/Assessor to deliver the best patient flow
- Responsible for efficiently and effectively ordering Contact Lenses to ensure timely delivery to patients
- Supports store leadership team by monitoring and performing store operations to ensure compliance with all policies and procedures of Eyexam of California
- Ensures all appointments are confirmed in 24 hours in advance, and any no show needs to follow up in 20 minutes
- Ensures all the doctor office supplies are ordered regularly
- Ensures Physician referral log is maintained in a timely manner

## Qualifications for sales office manager

- Minimum 1 years' experience in a similar hotel or event sales role

- Professional Accreditation such as CIM, FCSI or CFP would be an asset
- Working knowledge of the IIROC environment
- Audits all the doctor office's sales transactions daily