



Example of Sales Office Manager Job Description

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Our innovative and growing company is looking to fill the role of sales office manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for sales office manager

- Provide effective solutions that enhance the customer experience
- Perform regular and accurate reporting of the sales team productivity (monthly, weekly, daily) and potential action to be taken
- Recruit, train and motivate the field sales team (objective settings, tracking and coaching)
- Coach on the job (visits, cold acquisition)
- Do joint customer visit with the Sales Consultants and train/coach them on best practices
- Propose and follow up of sales force for specific regional actions / promotions / trade fairs in order to reach the sales targets
- Collaborate with B2B Commercial Manager and other internal colleagues to deliver overall commercial plans
- Perform regular and accurate reporting of the sales team productivity (monthly, weekly, daily) and potential action to be taken
- Recruit, train and motivate the field sales team (objective settings, tracking and coaching)
- Coach on the job (visits, cold acquisition)
- Convert business through proposal, negotiation and contractual agreement to ensure all revenue potential and targets are achieved as per individual balance scorecard KPI's
- Create and maintain accurate customer meeting/event records in Opera

Qualifications for sales office manager

- FIC, ABO, NCLE
- Coaching/Development of Others
- Demonstrated track record of successful direct customer selling in a similar environment 2 to 5 years of related experience
- Related industrial solutions sales experience