



# Example of Sales Office Manager Job Description

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Our company is searching for experienced candidates for the position of sales office manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sales office manager

- Lead and manage a team of Sales Executives responsible for acquiring new instrument placements and contract renewals
- Work with team / direct reports to appropriately resource support staff
- Review progress on key milestones in account plans for all accounts
- Coach team / direct reports on strategic and tactical areas
- Assist team / direct reports with contract negotiations, particularly with pricing/profitability policies
- Financial responsibility and management of Enterprise accounts and targeted key accounts
- Establish account assignments and quotas which fairly allocate revenue potential
- Support with talent acquisition, coaching, mentoring and establishing training programs to meet teams / direct reports requirements in different markets
- Provide supervision to Key Accounts Manager which includes objective setting, performance management, and motivating, training and coaching
- Approves assigned programs and budget deviations overall resources to meet business objectives

## Qualifications for sales office manager

- Seasoned understanding of Group Operation products, marketing techniques, work processes, and state insurance laws
- Strong knowledge of competitor products and services

- Ability to travel outside of the office conducting sales at least 80% of each work week and has a valid driver's license
- Experience in a similar position in B2B (direct sales) environment, demonstrable Sales Management experience, and over a sustained period has successfully delivered on KPIs, especially top line business results
- Candidates with a background in the Business to Business environment, specifically the Office sector, will be looked on favourably for this opportunity