



# Example of Sales Team Leader Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of sales team leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sales team leader

- Monitor time lines to ensure decisions are made within a 1 day window to meet Service levels
- Additional duties as assigned or needed to meet expectations of our customers
- Report daily volume
- Supervisory responsibilities for all Loan Analysts
- Responsible for production and activity reports for the team
- To ensure that current procedures for sales orders are met/exceeded
- To evaluate & report the team's working efficiencies resource allocation, service improvements and KPI measurements
- Ability to drive team goals and communicate with a globally diverse team
- Report on status of team performance
- Recruit and train Client Support Engineers

## Qualifications for sales team leader

- Ability to work under pressure both independently and as part of a team
- Liaise with the Homes and Communities Agency, Local Authorities, Help to Buy Agents, lenders and other public and private sector partners to ensure that the corporate objectives identified in the Strategic Plan are met and that the Group's reputation as an expert provider in this sector is maintained
- Assist the Group's development teams and the Home Ownership Manager with the financial appraisal of new schemes, providing information on

- Attend shows, events and other meetings across the region including daytime, evening and weekend external events as required (time off in lieu will be offered)
- Manage the team to ensure that Sales are completed as soon as possible after handover, targets are met and that void times are minimised
- Shape the future of the business