



Example of Sales Team Leader Job Description

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Our innovative and growing company is looking for a sales team leader. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for sales team leader

- Ensure compliance, collaborate and administrate Production Orders (RCs)
- Ensure compliance, collaborate and administrate Service Orders (NRC)
- Ensure compliance and collaborate on Customer Procurement Plans
- Define and update the Demand Plan in coordination with Program Managers
- Manage invoices
- Monitor the status of payments in coordination with Finance
- Ensure interface between Program, Production / Logistics, Quality, Credit Management
- Ensuring the interface with the Customer
- Manage Oh Returns in FAL and support their follow-up
- Manage the parts supply to the FAL

Qualifications for sales team leader

- Manage budgets as assigned
- Provide input for communication and advertising budgets related to new products, services and projects
- Engage agencies and other external resources to meet sales goals
- Provide leadership, coaching, development and performance management to direct reports
- Bachelor's degree in Marketing, Communication, Advertising or similar
- Five years of experience in marketing, communication or advertising