

## Job Title

Sales Manager

## Job Description

Leading a team of Sales Executives and Business Managers, you will be required to demonstrate your ability to generate impressive results by increasing sales performance, profitability and operating efficiency.

With strong leadership skills, it will fall to you to ensure the sales team deliver outstanding retail experiences every time and with exceptional business acumen and an ambitious nature you will relish the opportunity to add to this growing organisation.

## Duties of the job include:

- Leading, motivating and managing the sales team;
- Maximising sales and departmental profitability;
- Ensuring the sales team provide exceptional levels of customer service at all times;
- Managing the team to ensure they achieve all targets and objectives;
- Desire to drive the business forward;
- Plus more.

## Key Skills:

- Proven experience as a successful Sales Manager, preferably within the automotive industry and ideally with experience in a fast growing organization;
- Strong leadership and people management skills with the ability to successfully manage an efficient and productive team;
- High level of business acumen;
- Excellent communication skills;
- Proactive, forward thinking, dynamic and ambitious;
- Desire to work in a rapidly growing organization;
- Full UK Driving Licence;
- IT, budget and report writing skills;
- excellent sales and negotiation skills;
- the ability to motivate and lead a team;
- excellent communication and 'people skills';
- good planning and organisational skills;
- the ability to work calmly under pressure.

## GENERAL RESPONSIBILITIES: POLICIES AND PROCEDURES

The post-holder is required to familiarise themselves with all policies and procedures and to comply with these at all times. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal. These have been agreed with staff and Staff Side and are as follows:

- Treat others as you would like to be treated;
- Listen to and support others and make time to do so;
- Seek, acknowledge and value others' experience and contribution;
- Acknowledge others' beliefs;

- Be courteous and considerate to all;
- Treat others fairly and equally;
- Be honest and trustworthy and act with integrity;
- Encourage others to treat all staff with respect;
- Challenge the behaviour of staff who do not show respect to other;

### **CONFIDENTIALITY & DATA PROTECTION**

The post-holder must maintain the confidentiality of information about Clients, staff and other health service business and meet the requirements of the Data Protection Act (1998) at all times. The post-holder must comply with all company Information and Data Protection policies at all times.

### **HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for Clients, visitors and staff. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

### **MANAGING STRESS**

The company has an agreed policy & procedure which links with a range of services and arrangements for staff to manage stress. All staff are required to familiarise themselves with the policy and services to best manage their own and their colleagues' stress.

### **HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)**

All staff has a responsibility to act and follow all instructions to protect Clients, staff and others from HCAIs. All staff are required to follow the Hygiene Code and all company policies and procedures related to it and the Health Act 2006. Failure to comply with any of these may result in disciplinary action up to and including dismissal.

### **EQUALITY & DIVERSITY**

The company has adopted a Managing Staff Diversity Strategy & Policy covering all of its staff and it is the responsibility of all staff to comply with these requirements at all times. The key responsibilities for staff under this Strategy and Policy are set out in the Code of Conduct for Employees. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

### **FLEXIBILITY**

This job description is intended to provide a broad outline of the main responsibilities only. The post-holder is required to be flexible in developing their role in agreement with their designated manager. In addition, they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

### **EXPERIENCE REQUIREMENT**

Minimum 2 years of experience in a healthcare role as a Sales Manager

### **DESIRABLE QUALIFICATION:**

- The Institute of Sales and Marketing Management (ISMM)
- The Chartered Institute of Marketing (CIM)
- The Managing and Marketing Sales Association (MAMSA)