

JOB DESCRIPTION

TITLE: Sales Manager

FUNCTION: Promotes the reputation, company name, products, goodwill and service of Manages Sales Representatives, generates new accounts and maintains current accounts and business relationships.

HAS SUCH DUTIES AS:

1. Managing Sales Representatives.
2. Monitoring the durable medical equipment industry for sales opportunities and makes recommendations regarding the same to Organization President.
3. Monitoring Organization sales performance, generates reports and recommends action regarding the same.
4. Making routine sales calls and conducting in services for staff, providers and referral sources.
5. Works with Director of Marketing to develop marketing efforts in response to perceived client needs.
6. Acts as a liaison for the Sales Department with other Organization departments.

POSITION REQUIREMENTS:

1. Bachelors Degree or equivalent.
2. Previous sales experience, with a preference for a background in seating and positioning, power operated mobility devices and/or DME.
3. Previous management experience preferred.
4. Analytical skills required.

Quantity of Work:

0 1 2 3

- 1) Completes all assigned work during scheduled shift.
- 2) Completes reports in the requested time frame.
- 3) Takes remedial action on any errors encountered in normal operations.
- 4) Prioritizes and organizes work on a daily basis,
- 5) Completes employee orientations within one week and employee evaluations within 30 days of the employees anniversary date.

Supportive Documentation and Comments: _____ **Total Points:** _____

_____ **Average:** _____

Knowledge of Job:

0 1 2 3

- 1) Demonstrates understanding of offered products and Organization processes.
- 2) Understands employee needs.
- 3) Demonstrates employee management skills.
- 4) Demonstrates awareness and understanding of job description and job responsibilities.
- 5) Attends staff meeting and provides input at the same.
- 6) Demonstrates understanding of collaborative work and management.

Supportive Documentation and Comments: _____ **Total Points:** _____

_____ **Average:** _____

Judgment and Decision Making: 0 1 2 3

- 1) Consults with supervisor when unusual or urgent situations occur. Does not make impulsive decisions.
- 2) Insures that correct authorizations are obtained prior to initiating action.
- 3) Commends or reprimands employees at appropriate times and does so objectively.
- 4) Is able to make critical decisions if called upon to do so or if a situation necessitates such decisions to be made.

Supportive Documentation and Comments: _____ **Total Points:** _____

Average: _____

Reliability and Initiative: 0 1 2 3

- 1) Arrives on time at start of the work day.
- 2) Returns promptly from lunch/breaks.
- 3) Provides proper notification for scheduled absences.
- 4) Follows procedures for reporting tardiness.
- 5) Attends to personal affairs without letting them disrupt work schedule.
- 6) When requested, is willing to work additional hours.
- 7) Recognizes the needs for and performs additional, unassigned tasks.
- 8) Helps coworkers.
- 9) Maintains work area in an orderly manner.

Supportive Documentation and Comments: _____ **Total Points:** _____

Average: _____

Safety and Infection Control

- 1) Is knowledgeable on infection control practices.
- 2) Demonstrates knowledge of safety policies and procedures.
- 3) Completely understands and can describe emergency/disaster procedures (e.g., what to do in the event of a disaster)

Supportive Documentation and Comments: _____ **Total Points:** _____

Average: _____

PERFORMANCE EVALUATION SUMMARY SHEET

POSITION: _____

	QUALITY OF WORK	QUANTITY OF WORK	KNOWLEDGE OF JOB	JUDGMENT AND DECISION MAKING	RELIABILITY AND INITIATIVE	OVER ALL RATING
#OF POINTS						
#OF STANDARDS						
AVG.						

Developmental Goals & Training needs:

Employee Comments:

Supervisor Comments:

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____