



Job Description

Sales Manager

The Sales Manager will report directly to the Managing Director and supervises the Sales Team, while enabling client acquisition, revenue growth targets and ensuring that the Company remains competitive and innovative.

Key Competencies and Skills:

- Exceptional communication, soliciting and presentation skills (verbal and written) with an ability to persuade and sway opinions and retain stakeholders
- Strong business sense and industry expertise (stays abreast with environmental and economic changes in order to remain competitive and innovative)
- Excellent mentoring, leadership, coaching and people management skills
- Extremely analytical, mathematical, with decision-making skills
- Charismatic yet firm, assertive with tact and discretion and ability to lead a team of varying personalities and backgrounds
- Strong financial, economics, analytics, and business acumen skills
- Trustworthiness, reliable and purpose-driven

Key Responsibilities:

- Responsible for supervising and providing leadership and maximizing the sales team performance potential
- Performs workload management of the sales team and strategic sales planning such as sales forecasting which will enable the Company to make informed business decisions and predict short- and long-term performance
- Responsible for the day-to-day project management of active new business opportunities
- Responsible for gathering all requirements for upcoming sales pitch presentation and follow-up relationship management
- Keeping abreast with industry trends, economic, natural, environmental, and social factors that affect the industry and sales performance within the market
- Crafting sales plans and quotas and justifying those plans
- Solicit, build, and promote strong, lasting client relationships by partnering with them and understanding their needs
- Identifying emerging and current markets and shifts while recognizing competitive industries
- Ability to drive the full-cycle sales process from plan to close
- Prepares weekly, monthly, quarterly, and annual sales reports, as needed, to all stakeholders including the Sales Team/Managing Director

- Liaising with the Marketing Department, finance, and Managing Director to develop quotes
- Serve as reference-point for clients during and after the sales process
- Collaborate with the Marketing Department in developing branding strategies, lead campaigns and RFP responses
- Proven ability to tabulate sales metrics (Sales cycle length, percentage achieving quota, lead response time, cost of sales to revenue ratio etc.), industry accounting and sales variabilities
- Ability to apply the Six Sigma Concepts to management and sales business processes
- Proficient use of Microsoft Office Suites especially Excel, PowerPoint, and Word
- Job requires travelling and indoor office duties

Qualifications:

- Minimum – B.Sc. in Business Administration, Management Studies (Business Development, Marketing and Sales), Economics and Management or a related business field
- At least three years successful experience as a Sales Representative or Sales Manager with proven history of consistently meeting or exceeding targets
- Must have a clean police record (No convictions or run-ins with the law)