



Position: Location Sales Manager
Job Code: 3856
Organization Unit: Sales
Grade Level: SE10
Activation Date: May 2014
Approval: M Farmer

Reports to: Location Manager

Summary of Position: Directs and supervises all sales activities originating with the Inside Sales Representatives (e.g. Showroom and Counter) within the assigned location. These customers often fall within the Repair & Remodel segment. Assists Location Manager and Market/Segment Sales Manager ensuring efficient, effective sales operations and customer service with both new and existing client base.

Major Responsibilities:

1. Maintains and grows existing customer base across multiple business categories through effective team selling.
2. Develops, coordinates and executes sales strategies within location, including individualized budgets for the ISRs and target account planning to increase customer base. Drives product category and other selling initiatives at the location level.
3. In tandem with the Location Manager and ICS works closely with vendors, suppliers and manufacturers at the local level.
4. Effectively communicate with diverse levels of customers, vendors and associates.
5. Establish, assess, develop and manage a performance driven team of ISRs.
6. Actively coach ISR's in full scope sales management and sales development tactics and execution.
7. Engage in regular one on one portfolio and development reviews with ISR's to ensure sales growth and effective performance management.
8. Regularly provides market intelligence and feedback; including team and individual performance, pricing, competition and location/market developments to Location/Market Leadership.
9. Open communication with all levels regarding location/market challenges, solutions and business impacts.
10. Provide input and assistance in the development and implementation of overall location planning.
11. Manage expense budget to ensure successful compliance for location budget demands.

Basic Functions:

1. Travel required in this position: Yes; Travel within designated market approximately 10%-20%.
2. Authority that can be exercised in this position:
 - Hiring and Firing: No
 - Changing subordinate salaries: No
 - Negotiating for contractual agreements: No

*Minimum
Qualifications:*

1. Minimum education preferred: Bachelors in business management, marketing or related field.
2. Minimum experience required: 5 years sales experience in a showroom, on the sales counter or in a complementary type of business.
3. Demonstrated management experience, working knowledge of sales forecasting and analysis, as well as strong sales and merchandising skills.
4. Working knowledge of accounting principles and local building codes and compliance requirements.
5. MS Office and Computer literate.

Approvals:

Associate Signature

Date

Supervisor Signature

Title

Date

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.