

Position Title

Sales Manager

Date Prepared

March 13, 1995

Department

Marketing/Sales

Location

Brainerd

Reports to: President

I Job Summary

- Implements company sales and marketing plans and supervises Sales Representatives.

II Job Duties and Responsibilities

- Responsible for all sales record keeping and personal sales.
- Assists President and Vice President in implementing sales policies and objectives.
- Assists in establishing and measuring sales and marketing objectives.
- Monitors and assists Sales Reps by joining them on visits to accounts.
- Establishes and maintains company monthly and annual sales records.
- Establishes and maintains individual sales reports from Sales Reps.
- Projects sales expectancy for short and long term.
- Supervises compensation system to assure maximum sales development.
- Develops and maintains personal accounts.
- Assists sales force in motivation and development in conjunction with President & V.P.
- Participates in employee and community relations.
- Performs other as duties as requested.

III Job Requirements

- Proven sales and sales management experience in printing industry.
- Strong leadership skills.

IV Minimum Qualifications

- College degree in marketing or related field and/or equivalent sales experience (5+ years).

Employee Signature: _____ **Date:** _____
