
Job Description

Job Title: *Sales Manager*

Department: Administrative

Prepared By: Human Resources Manager

Approved By: President

FLSA Status: Exempt

Reports To: President

Prepared Date: June 6, 2002

Approved Date: June 6, 2002

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JOB SUMMARY

To review and analyze the company's product pricing compared to published or disclosed prices of competitors in the market place. To develop pricing options to meet competitive opportunities and provide input for profitability projections and corporate pricing strategy. Manages sales and product marketing of the company's engineered product through aggressive sales campaigns. Is the primary contact for all customer service issues involving the company and the client. Frequent contact and communication with the President concerning customer product satisfaction and concerns is required, as well as strongly promoting customer confidence and loyalty for the product being produced.

ESSENTIAL DUTIES AND RESPONSIBILITIES Essential job functions are duties that are critical or fundamental to the performance of the job. The term does not include functions that are performed on an occasional basis, performed by some but not all persons in the position or that are only of marginal importance. Essential job functions for this position are as follows, with other duties being assigned as necessary.

- Coordinates sales distribution by establishing sales territories, quotas, and goals.
- Analyzes sales statistics to formulate policy for future marketing and promotion activities.
- Reviews market analysis to determine customer needs, volume potential, price schedules, and discount rates.
- Develops sales campaigns to affect the goals of the company.
- Negotiate and arrange purchases, sales orders, and transportation of goods including shipping documentation and accounting.
- Contact, consult and negotiate with buyers, wholesalers and retailers.
- Checking raw material from suppliers for quantity and quality specifications in tandem with production control and engineering.
- Primary customer service and technical contact for customer product concerns.
- Direct product simplification and standardization to eliminate unprofitable items from the sales line.
- Represent company at trade association meetings to promote company product line.
- Analyze and control expenditures of sales division to conform to budgetary requirements.
- Must be capable of operating as a liaison for communication between the company and Japanese customers and vendors.
- Frequent travel and a willingness to work long hours using time management skills is necessary.
- Directs sales forecasting activities and assists in setting performance goals accordingly.
- Develops and implements strategic sales plans to accommodate corporate goals and establish new business.
- Directs product simplification and standardization to eliminate unprofitable items from sales line.
- Meets with key clients, assisting sales representative with maintaining relationships and negotiating and closing deals.
- Assists other departments within organization to prepare manuals and technical publications.

- Prepares periodic sales report showing sales volume, potential sales, and areas of proposed client base expansion.
- Calls on management representatives such as engineers, or other professional and technical personnel at other establishments and attempts to convince prospective clients of desirability and practicability of products or services our company can offer.
- Monitors and evaluates the activities and products of the competition.
- Recommends changes, where warranted, for pricing of renewal business, new product offers, and long-term contracts with major customers.
- Draws up or proposes changes in equipment, processes, or use of materials or services which would result in cost reduction or improvement in operations.

EDUCATION/EXPERIENCE/SKILLS

Bachelor's degree (B. A. or B.S.) in Engineering, Business, Industrial Management or related engineering discipline from four-year college or university is essential for management of customer service issues within a bi-cultural environment; two-five years of supervisory/sales training experience in the automotive parts sales industry or a comparable industry; or equivalent combination of education and experience. Knowledge of automotive metal stamping, and die manufacturing within the customs of the Japanese business culture is required. Fluency in both writing and speaking English and Japanese is a plus. Additionally, knowledge of acceptable business protocol for both Japanese and American sales is required. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or other members of the business community. Capacity to effectively present complex engineering concepts and technical ideas to top management, public groups, and customers. Aptitude for working with mathematical concepts such as probability, statistical inference, fractions, percentages, ratios, and the applications necessary to apply the information to practical situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and effective organizational and time management skills. Proficiency in spreadsheet software such as Microsoft Excel or Lotus 1-2-3 and the ability to learn new software database systems as needed.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The job is primarily sedentary and requires the employee to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must possess the endurance and abilities required for frequent travel by car to the customer's worksite. Possible overnight travel and lodging is sometimes required.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. An employee must be willing to work any shift or required overtime, as needed, on a seven-day work cycle depending on company needs and customer demands.

While performing the duties of this job on the plant operating floor, the employee is occasionally exposed to oil, sharp metal edges, moving mechanical parts, vibration, very loud noise, wet and/or humid conditions, fumes or airborne particles. While performing duties in the office environment the minimal noise level and exposures in that work environment are typical of those found in that setting.

DISCLAIMER

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