Sales Representative Team Lead

Result Statement

To assist in achieving the company's strategic objective by following and innovating company systems and processes. Responsible for working directly with Sales Manager to plan, direct, and implement sales activities of the company in designated areas.

Entrepreneurial Work

Recommend to Management ideas and dreams for the vision of the company that are consistent with our overall strategic objective.

Management Work

Good management requires taking a pragmatic approach to running a business. Good planning and organizational skills are required to establish predictable results from employees and operations.

Main Job Tasks and Responsibilities

- Develop a sales strategy to achieve organizational sales goals and revenues
- Set individual sales targets with sales team
- Coordinate sales action plans for individual salespeople
- Oversee the activities and performance of the sales team
- Ensure sales team have the necessary resources to perform properly
- Monitor the achievement of sales objectives by the sales team
- Evaluate performance of sales staff
- Provide feedback, support and coaching to the sales team
- Plan and direct sales team training
- Investigate lost sales and customer accounts
- Track, collate and interpret sales figures; inbound calls, lead to estimate conversion, estimates, estimate to sale conversion, sales orders, sales dollars, sales less credits, and average sales
- Generate timely sales reports
- Hold biweekly KPI and problem log team meetings
- Follow the HHP system and report any problems to management immediately
- Complete capacity planning based on turnover, and growth trends
- Oversee recruiting and upgrading
- Follow and implement the HHP Management Loop in daily operations
- Monitor department productivity through observation and data
- Improve processes and policies in support of organizational goals: if the process does not affect another department, the updates can be implemented by the team lead prior to a formal system update by Systems Development staff

Job Classification: Exempt

Job descriptions are subject to change with the needs of the company.