



Job Title: Sales Manager – Québec Est	Category: Administration
Reports to: Director of Sales	Pay equity: POINTS
Service: Sales & Marketing	Class: #
Work Week: 40 hours	Revised: April 18 th , 2017

Reporting to the Director of Sales, the Sales Manager will have as main responsibilities the development of the markets, the coordination of sales with the customers and the internal team as well as the marketing aspect of the service. He will ensure that our clients are aware of all of our programs, in a timely manner, through internal and external sales force. He will strive to reach, and even surpass, the company's sales targets.

The Sales Manager is also responsible for establishing and meeting profitable targets for sales in his sector. He performs any other related duties requested by his immediate supervisor, all in accordance with the internal procedures and rules.

RESPONSABILITIES

1-Management of business relations and sales 80 %

1. Participates in all business development activities (congresses, conferences, etc...)
2. Analyze product needs and negotiate appropriate contracts with potential customers.
3. Manages all sales activities within its territory (customer and other presentations).
4. Will ensure to make professional presentations when customers are visiting.
5. Will collaborate with marketing to develop new sales tools (information, materials...) to introduce the company and the offered products.
6. Participate in various shows, fairs or other activities related to the company field of expertise.
7. Establish sales plans and strategies based on market and industry assessment.
8. Develops, in collaboration with the Director, commercial sales strategies for sales projects and positioning of the company.
9. Contacting once a week potential clients and distant customers to build solid and durable business relations.

2- Administration 15 %

1. Prepare, review and organize all sales reports.
2. Ensure that monthly specials are communicated to clients.
3. Review and maintain client databases on the computer.



4. Review daily invoices in the registry.
5. Prepare or have prepared sales contracts.

3-Market 5 %

1. Participate in the development and implementation of the sales and marketing plan.
2. Conduct or analyze market research.
3. Participate in the marketing of products and services.

BEHAVIOURS RELATED TO THE FUNCTION

- Sales and customer service skills.
- Demonstrate excellent interpersonal communication skills, based on respect, diplomacy and discernment.
- Show positive attitude in the workplace, and in more difficult situations to remain calm and resistant to stress.
- Demonstrate a good sense of planning and organization.
- Having the ability to adapt, work as a team, be autonomous, dynamic, have interpersonal skills, being honest, versatile, take initiative, very organized, etc...
- Demonstrate excellent negotiation skills.

ACADEMIC ASPECTS AND EXPERIENCE

- High School Diploma.
- Minimum of five years of sales experience.
- Great knowledge of French and English (spoken and written).
- Great knowledge of MS Office.
- Great knowledge of the wheels and tires industry would be an asset.
- Have a valid driver's licence.

This position may require some travel across Canada, depending on the jurisdiction of the Manager.