



Job Description

Job Title: Vice President of Sales
Department: Sales
Reports To: President / CEO
FLSA Status: Exempt

SUMMARY

Develops strategic sales objectives, establishes sales territories and quotas, manages budgets and evaluates sales performance to ensure individual customer account profitability. Performs these duties personally or through subordinates or through coordination with other departments and agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directs staffing, training, and performance standards to develop and control sales program.

Coordinates sales distribution by establishing sales territories, quotas, and goals, and advises manufacturing reps, distributors, and clients concerning sales and advertising techniques.

Assigns sales territory to sales personnel.

Analyzes sales statistics to formulate policy and to assist manufacturing reps in promoting sales.

Reviews market analyses to determine customer needs, volume potential, price schedules, and discount rates, and develops sales campaigns to accommodate goals of company.

Represents company at trade association meetings to promote products.

Analyzes and controls expenditures of division to conform to budgetary requirements.

Prepares periodic sales report showing sales volume and potential sales.

Provides input for product research and development.

Coordinates with other departments for setting short and long-term sales marketing strategies.

Demonstrates expertise in a variety of the field's concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from a four-year college, and a minimum of eight years related experience and/or training; or equivalent combination of education and experience.

Experience with international business and Chinese manufacturing vendor relations and practices highly preferred.

SKILLS and COMPETENCIES

Must have highly refined and proven sales and financial management, business acumen, communication, and leadership skills.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, and customers.

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Relies on experience and judgment to plan and accomplish goals.

Ability to exercise sound, ethical judgement in providing organizational leadership and analytical decision-making.

Excellent verbal and written English language skills.

Must be computer software program savvy and highly proficient with the Microsoft Office suite.

Must be knowledgeable with all employment industry trends and federal and state legislation pertaining to all personnel matters.

Possess personal qualities of integrity, credibility, and commitment to corporate mission.

COMMENTS

Frequent travel required.