



Lubricant Sales Manager **Job Description**

Department: Sales

FLSA status: Exempt (salary)

Location: Reno-Sparks, NV

Supervisory Responsibility: No

Job Status: Full-time

Reports to: Director of Sales

Travel Required: None

Work Schedule: M-F, 8-5

SUMMARY:

The Lubricants Sales Manager is responsible for development and performance of all sales activities in assignment market, with primary focus being new business. This position will staff and direct a sales team and provide leadership towards the achievement of maximum profitability and growth in line with company vision and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(other duties may be assigned)

- Obtains high-level expertise and competitive advantages of Branded and Unbranded lubricant products
- May be responsible for personal major accounts sales production
- Works closely with Operations and Customer Service groups
- Develops business plans, sales process, and strategy for the market that ensures attainment of company sales goals and profitability.
- Initiates and coordinates development of action plans to penetrate new markets.
- Assists in the development and implementation of marketing plans.
- Conducts one-on-one reviews with all Sales Representatives to build effective communications, understand development needs, and to provide insight for improved sales performance.
- Frequently conducts face-to-face sales calls with Sales Representatives
- Provides timely feedback to senior management regarding performance.
- Maintains sales and activity reports through the use of CRM software such as Salesforce.com
- Assists in preparation of proposals, presentations, goal setting, objection handling, closing, referral development, and other sales training.
- Controls expenses to meet budget guidelines.
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within team.
- Recruits and hires Sales Representatives based on criteria agreed upon by senior management.
- Insures that all Sales Representatives meet or exceed all activity standards for prospecting, appointments, proposals and closes.
- Ensure responsibility with Sales Representative accountability/follow-up.

- Sets examples for Sales Representatives in areas of personal character, commitment, organizational and selling skills, and work habits.
- Conducts regular coaching and counseling with Sales Representatives to build motivation and selling skills.
- Demonstrates ability to interact/cooperate with all company employees.

EXPERIENCE:

- 5-7 years of experience in sales management preferred.
- Experience with enterprise software solutions.
- Extensive experience in managing to defined Sales Processes and Sales Metrics
- Willingness to travel up to 70% and work throughout the Western U.S. as needed
- Proven leadership and abilities to drive high performance sales teams.
- Associate's Degree (A.A.) or equivalent desired or over six-months experience in similar position. College degree preferred. Other education and/or experience may be considered as a substitute. Use of PDI Enterprise and Salesforce chatter systems a plus but not required.

GENERAL RESPONSIBILITIES:

- Perform specific tasks as assigned by Supervisor
- Promote and support Company image standards
- Follows all Company policies and procedures
- Composes and processes routine correspondence
- Input and maintain Excel spreadsheets as directed
- Utilize personal computer in windows system and electronic mail
- Communicate effectively with supervisors and co-workers
- Work in a "SAFE" manner at all times and report all accidents immediately

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be capable of performing each of the above stated essential duties 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.

LANGUAGE and/or COMMUNICATION SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations. Use of a personal computer in the English language is required.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume. Ability to apply concepts of basic algebra.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the team member is regularly required to stand and talk or hear. The team member frequently is required to walk.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the team member occasionally works in high, precarious places; noise level in the sales environment is typically low.