



## **DTV Sales Manager Job Description**

### **Overview:**

The DirecTV Sales Manager will increase overall performance, productivity, profitability and is responsible for building sustainable customer relationships with successful delivery of customer service and monitoring customer satisfaction. This position will also promote employee engagement, teamwork and job satisfaction through continued coaching and development. As the DirecTV Sales Manager you will be required to recruit driven sales representatives and provide administrative support in the sales department. Your ultimate objective will be to help increase sales and reduce costs within the sales department.

### **Responsibilities:**

- Generating new revenue through closing sales by acquiring new business customers and growing existing customers.
- Manage administrative duties including recruiting and dismissal
- Assist with other general administrative functions of the sales department
- Create, manage and execute plans to increase sales and conversion percentages
- Organize daily activities, Schedule and train sales staff
- Set appointments for our sales events
- Order inventory and direct shipments
- Provide sales closing support to sales team.
- Responsible for daily calling appointment-setting with key decision makers.
- Plan, implement and regulate promotions
- Promote DirecTV's corporate image in all business interactions with prospective customers.
- Develop new business leads through networking.
- Educate customers on DirecTV's product and services.
- Design effective proposals and quotes, and respond in a timely manner to Requests for Proposals.
- Present the proposal and product demonstrations in a professional manner using the available resources.
- Enter all new sales orders utilizing the sales order management system.
- Practice effective time management for sufficient sales activity.
- Attend local networking events as part of lead generation
- Reduce Costs in DirecTV Department

### **Qualifications:**

#### **Required Skills/Competencies:**

- Must have verifiable prior management or supervisor experience, or relevant college education
- Proven leadership skills and ability to develop a team
- Proven ability to lead, train, and motivate sales associates
- Must be upbeat, easy going and professional
- Must understand and enjoy the basics of sales. Advanced sales/closing training is a +

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- Must have excellent speech, reading and grammar skills
- Must be good with computers and smart-phones
- Must be willing to work in a fast paced team environment with flexible hours
- Must be willing to speak in front of a group and understand the basic dynamics of managing a team
- Must have a clean driving record and be able to drive to and from strategic locations