



Sales Supervisor Job Description

Overview:

The Sales Supervisor will assist in recruiting and managing a team of driven sales representatives and provide administrative support in the sales department. Occasionally the Sales Supervisor will meet with customers, understand their needs, and recommend the best offer possible for them. 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
- Set appointments for our sales events
- Order inventory and direct shipments
- Schedule and train sales staff
- Provide sales closing support to sales team.
- Responsible for daily calling appointment-setting with key decision makers.
- 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

Qualifications:

Required Skills/Competencies:

- Must have verifiable prior management or supervisor experience, or relevant college education
- Must be upbeat, easy going and professional
- Must understand and enjoy the basics of sales. Advanced sales/closing training is a +
- 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