

OHM International Inc. – Sales Manager

Overview:

The Sales Manager is responsible for organizing and coordinating office operations and procedures to ensure organizational effectiveness and efficiency with focus on sales. This position requires management of 75% of the sales for the location, while coordinating the activities of the Sales Team.

Job Responsibilities:

- Maintain and establish standards and procedures for the Sales Team to follow
- Organize the sales team in areas of sales production. To Include:
 - Calling on Fabricators
 - Assisting Home Owners
 - Maintain Customer Documents
 - Placing Sale Orders
 - Accurate completion of daily, weekly and monthly activity reports
- Ensure all members have knowledge of stone material regarding the types, color and material quality.
- Provide assistance with Homeowners
- Oversee the data input of Inventory to include:
 - Material Received
 - Material Shipped
 - Material Returned from Fabricators for proper credit
- Supervise Office Staff
- Review and approve supply requisitions
- Orient and Train new employees through on the Job Training and other training opportunities.
- Evaluate Staff Performances and provide coaching to increase employees' performances when appropriate.