



FRONTIER *Pacific*
— COMMERCIAL DOORS & EQUIPMENT —

Position Profile

Sales Manager

Job Summary: The Sales Manager is responsible for developing and maintaining customer accounts as well as to increase sales and coordinate sales data with operations personnel.

ESSENTIAL ACCOUNTABILITIES: *(Bold statements indicate the most important duties performed)*

- 1. Confers with customers and representatives of associated industries to evaluate, promote, improved and expanded sales in area.**
- 2. Develop new and maintain existing customer accounts.**
- 3. Provide customer service and communication.**
- 4. Coordinate sales with operations.**
5. Maintains, reviews and revises costs.
6. Pass on price adjustments to all customers.
7. Establish and monitor sales reporting as needed.
8. Increase sales for installation and service.
9. Works with management to improve sales and service.
10. Provide analysis and planning to maintain and develop competitive position.
11. Perform or supervise all sales administrative functions.
12. Maintain and practice company safety policies and procedures.
13. Maintain customer satisfaction.
14. Assist in the development of an annual Individual Development Plan (IDP) and meet all training targets.
15. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Must perform work in non-climate controlled conditions.
2. Moderate travel.

MINIMUM QUALIFICATIONS:

1. Valid driver's license.
2. Clear and effective written and oral communication skills.
3. Organizational, time management and analytical skills.
4. PC/Windows skills.
5. College education or related skills, not required
6. 2 – 3 years sales experience, not required