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## **People In Progress LLC - Employment Opportunity**

Please address all inquires and applications to:

Terry Hawkins CEO  
People In Progress LLC  
PO Box 250 Manhattan Beach CA 90266  
terry@PeopleInProgressGlobal.com

### **Job Description - Sales Manager**

#### **BASIC FUNCTION:**

The initial basic job functions of the Sales Manager for People In Progress LLC is to proactively and systematically develop new direct business to a point where we are able to recruit extra sales people at which time the role will also include the ability to develop, manage, and mentor the Sales Team in sales achievement.

#### **PRINCIPAL DUTIES:**

The following are principal duties of the Sales Manager:

##### **Leadership and Management**

- Represent People In Progress LLC in a positive and professional manner in and outside of People In Progress LLC
- Work with all personnel and outside contacts to satisfy clients and achieve company goals.
- Identify areas of improvement in the company and assist in creating and implementing solutions.
- Keep up to date on market trends and new products & inform CEO
- Identify and investigate growth opportunities for the company within our customer base.
- Provide constructive feedback to other People In Progress employees where necessary and inline with our values and culture.
- Instruct, train, mentor and manage direct reports and other inside sales resources as assigned and when applicable.
- Sell People In Progress LLC services and reach revenue quotas for existing customers, (quota compensation plan will be discussed at interview level).
- Provide guidance to the sales team once recruited and improve overall direct sales department performance of People In Progress LLC.



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## **RESPONSIBILITIES:**

The Sales Manager is responsible for the following:

- Achieve all set sales targets and key performance objectives.
- Develop key prospect lists in line with PIP customer demographic.
- Submit quotes to customers and negotiate as necessary to secure the contracts after consultation with the CEO
- Track personal sales, report sales statistics and report on status of pending contracts for personal and team targets
- Develop creative marketing approaches for cold call clients.
- Work with Training Director and CEO to identify sales lead sources and investment for improved customer awareness in a coordinated plan to improve results.
- Provide a detailed plan for maximizing sales results, including a request for support resources, (including marketing support), required to hit sales targets assigned. Following approvals, implement the business plan.
- Be prepared to provide detail reporting detail to the CEO on Monthly Revenue accounting, Forecast and Activity, both personal targets and team performance.
- Provide Requests for Approval of any "out of box" sales.
- Promote a positive sales and service TEAM aspect at People In Progress LLC whilst always acting in a professional manner.

## **REPORTING RELATIONSHIP:**

The Sales Manager reports to the CEO.

## **SALARY**

Salary negotiable based on experience and education.



### **QUALIFICATIONS:**

- Experience in business to business sales campaigns and sales performance based on specific targets preferred.
- Motivated and self directed sales professional that can operate within specified guidelines.
- Exceptional communication skills, presentation, negotiation and management skills, strong business work ethic, positive attitude and professional demeanor required.
- Advanced MS Office skills and computer skills for the development of professional proposals and customer “points of contact”, advanced networking and relationship building in the industry.
- Comfortably demonstrate competence in management, networking, target marketing to specific prospects, and team relationships within PIP.
- Possess advanced selling skills, along with the ability to mentor a future team to those same disciplines.
- Work under the guidelines and directives of the CEO for all campaigns.

### **MEASURES OF PERFORMANCE:**

The following will be used to evaluate the performance of the Sales Manager:

- Regularly meets performance targets for Sales Plan activities.
- Regularly meets or exceeds sales quotas, both personal and team.
- Displays effective time management practices to ensure punctual service delivery of all sales related communication with PIP clients.
- Provides accurate forecasts, updates and requested reports to CEO.
- Ability to lead by example and manage/mentor reports and peers.
- Management Objectives may be assigned to further measure and reward top performance.
- Actively participates in supporting the success of all PIP clients and team members and connects on a team level.