

## Job Description

<b>Job Title:</b>	<b>Product Sales Manager</b>	<b>Last Revision Date:</b>	<b>07/23/15</b>
<b>Department:</b>	<b>Product Sales / Inventory Production</b>	<b>Position Type:</b>	<b>Exempt</b>
<b>Reports To:</b>	<b>Vice President</b>		

### Overview:

Responsible for ensuring maximum return and profitability for all incoming material that is designated for resale, excluding commodities. Oversees all Product Sales staff, trains staff members, provides sales advice based on sales numbers and trends. Oversees all production staff, trains and assigns projects.

Oversee the direction of the resale material to proper channels while developing and implementing new sales channels.

### Qualifications:

4 year degree or equivalent work experience or a minimum of 3 years sales experience and 2 years of management experience.

Knowledge of Microsoft Office, eBay and other online marketplaces.

### Preferred Skills:

Excellent Communication skills, both written, verbal and presentation.

Ability to multitask effectively and change direction easily.

Understands each marketplace and the cost associated of doing business in those markets.

Knowledgeable in regards to net profit based on price vs. cost.

Proven experience in identifying new business opportunities.

Basic troubleshooting knowledge with common electronics including laptops, desktops, networking equipment, printers, and medical equipment.

Track record of creating and implementing innovative sales strategies that demonstratively drives revenue and growth.

Proven record of leadership and outstanding achievement.

Excellent communication skills including verbal, written and presentation.

### Physical Requirements:

Ability to lift 50 lbs.

### Work Environment:

Warehouse/Production environment.

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**Duties & Responsibilities:**

**Management Duties & Responsibilities:**

- Maintains Quarterly Sales Report, weekly Profit/Loss report, Year to Date reports.
- Work closely with other departments to ensure productivity
- Reviews sales data to spot sales trends and tendencies.
- Provides training for department protocol, procedures/policies.
- Member of R2/RIOS (Responsible Recycling) audit committee.
- Works with Sort Department to identify proper resale material.
- Maintains all consignment reports for customers.
- Provides price estimates to outside sales force when targeting new business.
- Designs and implements quality control measures.
- Responsible for writing all sales procedures and general company enforcement.
- Makes labor decisions regarding employment with the sales and production departments.
- Ensuring a safe and healthy working environment for all production and sales employees.
- Approves weekly and monthly sales commission totals for commissioned employees.
- Conducts annual employee performance reviews and evaluates employees to determine wage increases.

**Other Responsibilities:**

Maintains a clean and organized work area.  
 Additional duties not listed above that management deems necessary for this position.

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