



**PTH MANAGEMENT SYSTEM**  
**JOB DESCRIPTION – SALES MANAGER**

**Proprietary and Confidential**

**PTH-HR-SP-01-37**

**Rev 01**

Page 1 of 2

Rev Level	Revision Date	Description of Changes	
01	September 10	Initial Release	
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_____ Signature		_____ Signature	
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**1. Job Purpose**

Overall responsibility for managing the sales function and contributing to delivery of the company strategy and plans for growth through winning business which can be delivered to a high level of quality and to agreed profit levels.

**2. Reporting Line**

Reporting to the Managing Director (MD)

**3. Major Tasks**

- 3.1 Advising the MD on market conditions for the setting of sales targets. Contributing to business planning through provision of sales and market knowledge and experience.
- 3.2 Responsibility for achieving sales targets and for working with the Marketing Manager and others to achieve this outcome. This includes responsibility for generation, follow up and closure of sales leads and for advising others involved in the sales function.
- 3.3 Monitoring progress and reporting on achievements towards these targets to the MD.
- 3.4 Responsibility for Sales and Marketing research and strategy, the recommendation of new products, changes in products, markets and/or areas to be covered (geographical and business).
- 3.5 Overall responsibility for the production of tenders / proposals / sales literature / quotations / sales records / sales databases / price lists (in conjunction with Finance Director) and other key documents associated with selling in partnership with the Marketing Manager, MD and others. Responsibility for price setting, for distributing the price list internally and for advising others on quotations.
- 3.6 Personally undertaking high level sales presentations / major client contract negotiations and training others to assist in this process. Requesting the support of others as needed e.g. appropriate clinical team members.
- 3.7 Networking within the OH market to raise the company profile, remain up to date with the state of the market and to assist the company to win new business. Discussing and agreeing attendance at events that assist in this respect with the MD. Responsibility for attendance at exhibitions and sales events and for agreeing appropriate resources for such events with the MD.
- 3.8 Providing a comprehensive handover of newly won contracts to Operations and providing early support of new contracts. This may sometimes require on-going support especially where further sales to the same client or client group are possible.
- 3.9 Overall responsibility for the quality of sales documents / communications including: calls, letters, emails, tender responses, proposals and all such related documents. Overall responsibility for their safe storage and management.
- 3.10 Responsibility for auditing the quality of all work related to sales and marketing.



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Page 2 of 2

- 3.11 To agree a sales and marketing budget with the MD and to submit plans / requests relating to achieving the required sales and associated budget.
- 3.12 To undertake any duties as required consistent with the grading of the job and which fall within the capabilities of the job holder.

**4. Special Conditions**

This post will require a certain amount of out of hours working to meet the needs of the business and occasional attendance at events away from home.

**5. Person Specification**

- Proven track record in sales, ideally in the occupational health market
- Proven understanding and knowledge of this market
- Excellent communication and presentation skills.
- Good organisational skills and ability to prioritise work
- Proven ability to work under pressure and to meet deadlines
- Discretion in the handling of confidential information
- Good customer care skills
- Proven management skills
- Excellent consultation and decision making skills
- Proven ability to work in a team
- Flexible approach to work
- Excellent IT skills including Excel and Word
- Accurate keyboard skills (RSA/Word Processing/CLAIT)
- Good resource and budgetary management skills