



## National Sales Managers

### Job Description

The position of Sales Manager involves complete follow up & daily reporting as dictated and supported by the President/CEO of AutoPro. Although this may involve anonymity while in the field, Sales Managers must have leadership qualities and precise calculation skills as daily reporting is mandatory for this classification. The Sales Manager is one which oversees the implementation and tracking of all leads associated within our automotive field. AutoPro Training Solutions is a National Fixed Operations Training program that was designed for the most demanding of dealers. It is responsible that each Sales Manager understand the complexities of the industry. As well as the high visibility and reputation of the franchise. The term "Fixed" means these departments are independent of vehicle sales.

As with all positions within dealerships, The Sales Manager is expected to uphold the highest in ethical standards. AutoPro Training Solutions has elected to utilize the same characteristics in the job role set forth as in the dealership entity, at an *Executive Management and Consultancy capacity*.

### Primary Job Duties

**The duties of the "Sales Manager for AutoPro Training Solutions includes but not limited to:**

- Identifying and understanding the dealers concerns and being able to translate this information into a viable and cost effective training program that delivers a significant return on our colleague's investment.
- Monitor customer's preferences to determine focus on sales efforts.
- Direct and coordinate schedule for dealer to commit to a Profit Performance Evaluation and refer this information to AutoPro Corporate.
- Advise dealers on policies, operational procedures and ensure functional effectiveness of business.
- Working directly with managers in the field as well as with AutoPro Corporate, ensuring that Policy & Procedure is upheld to the highest standard of professionalism.
- Creating dealership unity and ethics within the AutoPro Team and developing continuity as outlined by the Director Sales, Corporate Administration Team & the President/CEO of AutoPro Training Solutions.
- Participating in the weekly scheduled team conference calls. This is a review of each Sales Managers progress as well as progress in the field. The Director of Sales will identify and remove any road blocks that may impede the progression of any of AutoPro's training programs. Reviewing sales staff while conducting team evaluation. Maintaining and ensuring mandatory daily minimum performance standards.

## **Job Requirements**

Previous experience as Sales Manager/Service Director is required for this position with AutoPro, AutoPro Director of recruiting will initiate all candidates, if there is to be a second interview, our Director of Sales will follow up. Our President/CEO will make his decision based on the findings, and finally the Director of recruiting will complete the hiring process of the candidate.

AutoPro's Sales Managers are required to have strong leadership and organizational skills. Strong communication skills are required to work with customers, employees and vendors. The Sales Managers are also required to maintain the daily contact list and report his findings and leads to the appropriate parties.

Sales Managers are not only required to understand but kept abreast of all federal, state, and local regulations that affect their operational franchise & market. As some states may govern different policies & standards that may prohibit certain training philosophies. Including but not limited to: The compliance of these regulations as well as hazardous waste disposal and "OSHA Right-to-Know" regulations. Such managers provide necessary training on these regulations and ethical practices to the corresponding parties.

## **Education Requirements**

A four-year college degree in business administration or marketing is preferred & encouraged for all *AutoPro Management* positions. While it is not a requirement to have such a degree to be employed by AutoPro it is however our goal to seek the recruitment of graduated professionals to ensure that the *Best of the Best* candidates are recruited and placed accordingly.

## **Strengths**

Focusing on the following coursework is useful: mathematics, computers/electronics, including creating new & updating current spreadsheets as necessary. Including but not limited to: automotive sales, service and technology business and courses that teach analytical skills. Most importantly sales managers must be trainable. Being able to follow directions & maintaining company policy & procedure at all time which includes any deviations from such policies as AutoPro Corporate deems necessary.

- **Commission Calculation**
- AutoPro's compensation package has been and will remain on a performance driven percentage. AutoPro has a standard signing fee as well as a recurring monthly fee for the entirety of the training program. The Director of Recruiting has the commission schedule and will present it to the qualified candidate at his/her discretion. The commissions are much greater than working in a typical automotive sales environment.

To be considered for this position please submit your resume, cover letter and professional references to [careers@autoprotraining.com](mailto:careers@autoprotraining.com)