

**Capital Office Systems  
Job Posting**

**Posting Date:** January 29, 2010  
**Position Title:** Sales Manager  
**Job Status:** Regular, Full-Time, Exempt

**Closing Date:** Open Until Filled  
**Dept:** Sales  
**Reports To:** President/General Manager

**Position Summary:**

Responsible for managing the sales department of an office systems furniture company. Directs staff, provides/coordinates training, initiates schedules, performs performance reviews, oversees expenses, and creates budgets to develop and control sales program. Coordinates sales efforts by establishing sales territories, quotas and goals. Establishes training programs for account executives. Analyze sales statistics gathered by staff to determine sales potential and monitor the preferences of customers.

**Position Responsibilities:**

- Meet established sales goals and objectives.
- Resolve customer complaints regarding sales and service.
- Confer with potential clients regarding current/potential needs and recommend products and services.
- Perform all necessary supervisory functions to effectively and efficiently manage staff members.
- Oversee and review activities of account representatives.
- Create and update sales policies and procedures followed by their implementation and enforcement.
- Analyze sales statistics to formulate policies.
- Review records and reports to project sales and determine profitability.
- Prepare budgets and approve budget expenditures.
- Responsible for creating and adhering to annual goals as they pertain to yearly budget.
- Control costs related to sales and ensure proper reporting of costs following company procedures.
- Develop sales campaigns to accommodate company goals.
- Represent company at trade association meetings to promote Capital Office Systems/Supply.
- Participate in daily, weekly, monthly and annual planning processes as appropriate.
- Provide or coordinate Hedberg training as needed.
- Ensures effective and respectful communication between owners, managers, sales team members and clients.
- Travel required based on business need.

**Minimum Qualifications:**

Bachelor's Degree in Business Administration or related field. An equivalent combination of education and experience may substituted and at least five years of related work experience. Experience in MS Excel, Word, PowerPoint and Outlook required. Valid Driver's License needed.

**To Apply:**

If you are interested in applying for this position, please visit our website at [www.capital-office.com](http://www.capital-office.com) to download an application. Applications can be faxed to 907-777-1529, mailed to 1120 E. 35th Avenue, Anchorage, AK 99508 or e-mailed to [hr@capital-office.com](mailto:hr@capital-office.com).

This job posting illustrates the essential duties of this position. It does not prescribe or restrict the tasks/responsibilities that may be assigned.

Capital Office Systems is an Equal Opportunity Employer