

	TITLE: Manager, Territory Sales		
	REVISION # 2	REVISION DATE September 28, 2017	REFERENCE Doc. Reference Title /Number etc. (ex:PP-001)
	APPROVED BY : Mike Grau – VP Sales		

**Position Title:** Manager, Territory Sales  
**Reports To:** Manager, Western Canadian Sales

**Summary Overview:**

The Territory Sales Manager is responsible to develop, cultivate and maintain the assigned region from a business development, sales and growth perspective and provide a high level of customer service. The position maintains an extensive network of contacts and acts as the first line of market intelligence based on personal interactions

**Primary Accountabilities & Result Areas:**

1. Own, establish, monitor, evaluate and communicate to all employees’ policies, goals, objectives and key performance indicators to manage Quality, Health, Safety and Environment performance of the area throughout all aspects of business activities.
2. Must advise workers of potential and actual health, safety and environment hazards and take every reasonable precaution in the circumstances for the protection of workers.
3. Be familiarized with the Canada and Alberta health, safety and environment Legislation.
4. Create and execute a plan to aggressively grow the company’s sustained presence, sales and market share in the region.
5. Maintain the profitability for the assigned region including monitoring regional performance and sustaining an active role in the development and maintenance of client relationships.
6. Identify, qualify and follow up with prospects and leads with potential prospects and sales leads as well as maintain communication with existing customers to vend products.
7. Prepare and submit accurate business reports on a regular basis including planning, forecasting, competitor actions and marketing strategies, as well as monthly key performance indicators.
8. Establish key relationship links and presence with local business and government groups including Chambers of Commerce, Municipal Planning Committees, Community Development, and Special Interest groups.

**Typical Duties, Actions and Responsibilities:**

- Conduct routines of Quality, Health, Safety and Environment activities, including safety walks, awareness, communications and key performance indicators meetings and campaigns, inspections, hazard reviews, trainings.
- Provide immediate report to all critical injuries to the government department responsible for OH&S
- Lead by example and enforce conformity to Quality, Safety, Health and Environment legal requirements, internal policies and procedures, working proactively and preventively to provide a safe and healthful work environment.

- Achievement of goals and targets, focusing on high levels of customer satisfaction and overall regional performance
- Understand the work assigned and any risks and safeguard measures.
- Participate in training and awareness activities and maintain valid certifications as required.
- Report unsafe conditions and refuse work which you are concerned about.
- Compile and maintain tracking for potential customers based on direct inquiries, trade shows, business contacts and other sources
- Complete sales presentations that are accurate, thorough and timely
- Ensure targets or sales objectives are met or exceeded
- Address and resolve customer concerns in a professional and productive manner
- Provide detailed information to customers in regard to product applications, pricing, quotations, production and delivery
- Attend trade shows as necessary
- Analyze the effectiveness of sales programs and growth opportunities and recommend and implement changes
- Develop, nurture and maintain new business accounts and partnerships to accomplish profit and volume goals
- Performance manage daily operations and work routines with close liaison to Director, Manufacturing, Director Supply Chain and Manager, Director Experience.

**Experience Qualifications and Related Skills:**

- 5-7 years of direct work experience in an industrial and/or technical sales capacity
- Superior ability to build and maintain lasting relationships with customers
- Exceptional communication, documentation and analytical skills
- High level of work integrity and enthusiasm
- Strong background in Microsoft Office Suite
- Prioritization skills to utilize time effectively and set action plans to achieve business targets

**Education Qualifications:**

- Bachelor's Degree in a relatable technical field is a definite asset
- Journeyman ticket in relatable trade is a definite asset

**Working Conditions & Physical Demands:**

- Regular travel will be required
- Availability to commit to an on call rotation
- Daily/weekly/monthly planning and reporting of activities
- Combination of sitting, standing and walking
- Visiting customer work sites regularly