

INSERT LOGO

Job Description: Sales Manager and Sales Consultant

Name:

Reports to: Director of Operations

Date:

Weekly Schedule: TBD

PURPOSE AND OVERVIEW

Manages sales goals, advertising, marketing, sales training and consultation. Improve spa sales to reach current sales goals. Improve customer service programs. Vendor special negotiation.

PRIMARY RESPONSIBILITIES

Staff Sales Training and Sales Contests:

- Monthly Sales training meetings and contests
- Vendor negotiation and vendor training coordination
- Outside sales efforts: Real Self or any Referral Relationships
- Review weekly call logs
- Arrange necessary continuing education for spa staff
- Organize complimentary employee services, rules, prices, etc.
- Track and measure retail effectiveness and product mix

Lead Sales Consultant:

- Handling any client complaints
- Enhancing patient experience
- Upselling/Cross selling products/services
- Assisting providers in closing sales
- Knowledge of services/products
- Conduct patient consultations
- Coordinate with Marketing Manager to create promotions
- Manage monthly specials and events
- Measure weekly revenue, monthly closing ratios and event sales

Sales Consultant:

- Monthly Sales Goal: \$100,000
- 3 Full days on schedule for consultations
- Fill out and turn in monthly closing ratio reports

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Direct Report: _____

Team Member Name: _____

Team Member Signature: _____

Mentor Buddy: _____

Date: _____

Start Date: _____

Weekly Schedule: _____

30 Day review (Date/Time): _____

60 Day review (Date/Time): _____

90 Day review (Date/Time): _____