

Job title: Assistant Sales Manager
Department: Sales Department
Reporting to:
Date written:
Approved by:
Approval date:
Date reviewed:
Employment status:
Written by:

SUMMARY JOB DESCRIPTION

Helps the sales advisors complete transactions. Sells/leases cars, based on standards of gross profit, volume and the satisfaction of dealership clientele. Assists the manager with certain administrative tasks and replaces him/her in his/her absence.

The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.

- Helps the sales advisors complete transactions.
- Ensures that the sales advisors follow up by telephone with the clientele seen, within ____ hours of the visit.
- Participates in training new sales advisors.
- Participates in identifying the training needs of the sales team.
- Writes reports on the progress of trainees or new sales advisors during their training and probation periods.
- Helps the sales manager establish aggressive, but realistic, monthly objectives for each sales advisor.
- Cooperates in devising improvement programs for sales advisors finding it difficult to attain their objectives.
- Shares with the sales manager responsibility for planning sales team meetings.
- Cooperates in vehicle exchanges between dealers.
- Approves transactions, at the request of his/her supervisor.
- On request, helps the sales manager perform administrative tasks (advertising, inventory...).
- Keeps abreast of the manufacturer's current product, program and promotional novelties and/or those of the banking institutions.
- Participates in planning and managing the display of vehicles in the show room and parking area.
- Coordinates the work of the drivers and the snow removal team.
- Replaces the sales manager when he/she is absent.

Sales-related tasks

- Advises, sells/leases new and previously used cars, based on standards of gross profit, volume and the satisfaction of dealership clientele.
- Maintains an owner follow-up system, which promotes customer loyalty.
- Maintains a customer development system.
- Knows and understands all federal and provincial laws and municipal bylaws regulating retail automobile sales.
- Takes part in training courses on products and sales, as instructed by the sales manager.
- Keeps up-to-date on novelties with regard to products, features, accessories, etc. and their advantages for the clientele.
- Takes part in sales team meetings.
- Maintains a professional appearance.
- Performs other tasks, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.

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