

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: SALES MANAGER**

**Reports To:** Catering

**UW Job Code:** 3323

**UW Job Family:** 33 – Management Support

**SOC Code:** 41-3091

**FLSA:** Exempt

**Pay Grade:** 21

**Date:** 9-1-14

**JOB PURPOSE:**

Development of sales strategies, business development, and productive relationships within the University departments and local meeting planners throughout Wyoming. Primary person to establish use of facilities for meetings, conferences, training and special events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the development of sales strategies and new business development.
- Contact regular and prospective customers to explain features, demonstrate, and solicit orders.
- Recommend options to customers, based on customers' needs and interests.
- Answer customers' questions about options, prices, availability, uses, and payment terms.
- Estimate and/or quote prices, credit or contract terms, guaranties, and dates.
- Prepare and provide customers with information, brochures, workarounds, and other promotional material. Create written and online marketing materials.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Prepare estimates, and bids that meet specific customer needs.
- Monitor market conditions, innovations, and competitors' products, prices, and sales.
- Perform administrative duties, such as preparing sales metrics, budgets and reports, keeping sales records, and filing expense account reports.
- Work closely with appropriate external vendors to ensure efficient functionality of resources.

**SUPPLEMENTAL FUNCTIONS:**

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.

- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

### **COMPETENCIES:**

- Attention to Detail
- Strategic Planning
- Service Orientation
- Decisiveness
- Work Prioritization & Management
- Individual Leadership

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in Business, Marketing or a related field**

Experience: **At least 3 years work-related experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Extensive knowledge of sales and marketing concepts, theory and techniques.
- Strong oral and written communication skills.
- Excellent organizational skills.
- Excellent interpersonal skills and commitment to customer service.
- High level of problem-solving skills.
- Ability to work effectively in a culturally diverse environment.
- Ability to interpret needs and construct system processes.
- Ability to manage and meet deadlines.
- Knowledge of applicable Federal and state laws and regulations.
- Proven ability to continually adapt and learn new procedures and software programs.
- Proven active listening skills by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Provide critical thinking skills in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Excellent negotiation skills in bringing others together and trying to reconcile differences.
- A high degree of service orientation in actively looking for ways to help people.

### **WORKING CONDITIONS:**

- Required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- Some physical effort is required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.