**Job Description**

Sales Manager

**Reporting To**

Store Manager

**Personal Qualities**

A genuine desire to help customers find the right product for their needs. Must enjoy being part of a team and want to deliver exceptional service before, during and after the sale. Should be self-motivated and enthusiastic at all times. Essential to have the ambition to learn all aspects of the management role enabling career progression.

**Key Responsibilities**

* To assist the Store Manager in the day to day running of the Store and deputise in their absence
* Good administration skills
* To exceed personal sales targets
* Deliver an outstanding service to all customers that exceeds their expectations
* Maintaining a high standard of personal presentation and complying with Company dress code
* Excellent communication skills and a good listener
* The ability to work as part of a team and contribute to the daily running of the store
* A good understanding of estimating and block planning
* Computer administration and basic maths skills
* To assist in the presentation of the store and actively support promotion changes
* The ability to handle complaints in difficult situations
* Must be detailed in processing customer orders correctly
* To comply with all Health and Safety and security requirements set out by the Company