TITLE: New-Vehicle Sales Manager

REPORTS TO: General Sales Manager

POSITION INFORMATION:

The New-vehicle Sales Manager is responsible for assisting the General Sales Manager in planning, organizing and controlling the activities of the New-vehicle Sales Department and in measuring the performance of the employees in the department.

DUTIES AND RESPONSIBILITIES: (Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)

Management-related:

E( ) M( ) Forecast goals and objectives for the department and strive to meet them.

E( ) M( ) Strive for harmony and teamwork with all other departments.

E( ) M( ) Prepare and administer an annual operating budget for the new-vehicle sales department.

E( ) M( ) Attend managers' meetings as requested.

E( ) M( ) Assist the General Sales Manager in forecasting controllable expense elements for the new-vehicle department.

E( ) M( ) Understand, keep abreast of, and comply with federal, state, and local regulations that affect new-vehicle sales.

Personnel-related:

E( ) M( ) Hire, train, motivate, counsel, and monitor the performance of all new-vehicle sales employees.

E( ) M( ) Direct and schedule the activities of all department employees.

E( ) M( ) Oversee the efforts of new-vehicle salespeople to enhance the image and customer satisfaction ratings of the dealership.

E( ) M( ) Communicate with new-vehicle salespeople to ensure that dealership policies and procedures are understood and followed.

E( ) M( ) Monitor salespeople's payroll records.

E( ) M( ) Set sales and gross objectives for new-vehicle salespeople.

E( ) M( ) Guide all salespeople in setting their objectives on a short- and long-range basis.

E( ) M( ) Review all new-vehicle salespeople's performance as shown on the Daily Sales Operating Control.

E( ) M( ) Assist in developing programs of improvement for those salespeople who are failing to reach their objectives.

E( ) M( ) Recommend for dismissal any salesperson failing to meet company standards.

E( ) M( ) Conduct daily and weekly sales training meetings as directed by the General Sales Manager.

E( ) M( ) Work with salespeople on programs that will increase the new-car gross and increase F&I penetration.

Customer- and Department-related and Other:

E( ) M( ) Recommend to the General Sales Manager the new-car inventory to be carried by color, model, and equipment, based on a variety of customer and market analyses.

E( ) M( ) Develop, implement, and monitor the use of a prospecting program.

E( ) M( ) Help salespeople close deals when necessary. (Dealer: If you require a turnover to management on every sale, indicate that here.)

E( ) M( ) Maintain standards for the delivery of vehicles to customers.

E( ) M( ) Assist in the development of advertising campaigns and other promotions.

QUALIFICATIONS:

High school diploma or the equivalent. Ability to read and comprehend instructions and information. Two years of sales experience. Supervisory experience preferred. Valid in-state driver's license. Professional personal appearance. Excellent communication skills.

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WORKING CONDITIONS:

The New-vehicle Manager works both indoors and out, moving about the dealership facility and lot to communicate with salespeople and customers. S/he works closely with the used-vehicle department and the F&I department to transport paperwork and to discuss sales. Weekend, evening, and holiday hours will be required. May go on test-drives.

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer