

Assistant Sales Manager Job Description

- Supervise the activities of sales representatives and team in order to meet sales target
- Participate in the interviewing, hiring, and training of sales staff
- Address issues bordering on pricing, delivery of goods/services, and resolution of customer complaints
- Oversee the stocking and inventory of goods to ensure timely supply of order
- Ensure the welfare of employees, and that their concerns are noted and addressed
- Maintain an updated knowledge of company's goals, vision, and values to ensure appropriate prioritizing
- Collaborate with sales management to plan and develop effective sales strategies and to also set goals and targets
- Perform administrative tasks of transaction recording, filing, and inventory
- Maintain contact with clients in order to create a good working relationship that fosters increased sales and customer base
- Assist sales managers in the planning and organization of periodic sales meetings
- Monitor the performance of sales staff to spot work areas that require improvement
- Recommend and implement training programs for sales reps and team to improve their work efficiency
- Dress up professionally according to company's requirements
- Display and explain company products/services to potential clients to influence purchase
- Ensure adherence to the work policies, ethics and regulations of a firm.