

POSITION DESCRIPTION

POSITION TITLE: Area Sales Manager

GRADE: TBD

REPORTS TO: Branch Manager

FLSA: Exempt

POSITION OVERVIEW: Sales Manager will manage a specific territory. Management includes hiring high level Account Executives (AE), managing the AE to specific metrics and ensuring the AE provides superior customer service

ESSENTIAL DUTIES and RESPONSIBILITIES, *includes the following responsibilities, but not limited to:*

- ◆ Develop assigned territory by utilizing marketing and sales hiring to penetrate area.
- ◆ Develop assigned territory to meet metrics as outlined in the Area Sales Manager Employment and Compensation Program.
- ◆ Recruit and train Account Executives.
- ◆ Monitor AE's performance to include: volume/unit count, broker training, managing broker partners program, pull through etc.
- ◆ Provide monthly reports regarding sales team to include future business volume, AE performance issues, broker performance etc.
- ◆ Manage Account Executives terminations.
- ◆ Provide AE's continuous communication regarding performance and a formal annual performance review at minimum.
- ◆ Visit customers in order to evaluate Account Executives service levels. Ride a long with AE's when needed.
- ◆ Lead monthly/quarterly sales meetings to provide industry updates and motivate sales team.
- ◆ Attend industry trade shows or seminars as needed.

SUPERVISORY RESPONSIBILITIES:

Direct Reports: Account Executives

PHYSICAL and ENVIRONMENTAL CONDITIONS

Office environment, equipment and tasks, including work at a computer terminal which requires repetitive keyboarding and data entry. This position requires partial sitting and walking throughout the day. Employee must be open to work overtime to complete assigned tasks. Travel at 30% is expected.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- ◆ Five (5) + years of wholesale mortgage sales experience.
- ◆ At least two of those years in a management role.
- ◆ Bachelors Degree preferred.
- ◆ Excellent leadership skills.
- ◆ Superior verbal and written communication skills.
- ◆ Ability to work independently in a fast-paced environment.



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- ◆ Intermediate experience with Microsoft suite of products.
- ◆ Excellent Internal and External Customer Service.
- ◆ Resourceful.
- ◆ High level of integrity.
- ◆ Adapts well to change.