



POSITION TITLE: Retail Sales Manager
REPORTS TO: Regional Sales Manager

GRADE: tbd
FLSA: Exempt

POSITION OVERVIEW:

Sales manager will supervise retail production for a specific territory.

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

- ◆ Develops existing business and cultivates new origination sources.
- ◆ Recruits, trains and develops Loan Officers.
- ◆ Ensures highly ethical communications with staff and clients.
- ◆ Ability to produce personal originations.
- ◆ Promotes products that are listed as primary to the organization.
- ◆ Develops relationships with lenders to serve clients with products not provided by Reunion Mortgage.
- ◆ Provides guidance in loan production and assists loan officers with complex or problematic loans.
- ◆ Implements procedures and training to prevent fraud.
- ◆ Assists with product development.
- ◆ Monitors and manages territory performance and P&L.
- ◆ Creates reports and matrices that will assist in sales and product decision making.
- ◆ Assists with the development of marketing strategies.
- ◆ Assists in negotiation of terms and follows through to closing.

SUPERVISORY RESPONSIBILITIES:

Direct Reports: Loan Officers and Operations Personnel.

PHYSICAL and ENVIRONMENTAL CONDITIONS

Standard office environment, equipment and tasks, including work at a computer terminal. Employee will travel 50% of the time. Position requires partial sitting and walking throughout the day.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- ◆ Five to ten years of real estate lending or financial analysis experience.
- ◆ Two to five years sales management experience.
- ◆ Proven leadership and sales acumen skills.
- ◆ A Valid DRE License is required.
- ◆ Intermediate experience with Microsoft suite of products.



Reunion Mortgage^{inc.} POSITION DESCRIPTION

- ◆ Data Trac and Calyx Point systems knowledge is preferred.
- ◆ Excellent Internal and External Customer Service
- ◆ High level of integrity
- ◆ Adapts well to change
- ◆ Excellent verbal and written communication skills
- ◆ Ability to work in a fast paced environment.