



Job Description
Job Title: General Sales Manager

Position Name: General Sales Manager
Employee Name: _____
Date Prepared: June 30, 2008
Date Revised: September 8, 2012

General Statement of Duties:

Responsible for the daily operations to achieve the objectives and goals of the dealership. Responsible for the dealership's profitability, expenses, marketing and promotions; as well as maintaining a sales and collection workforce.

Essential Job Functions:

1. Responsible for the collections and sales results of the dealership.
2. Monitor results of the dealership to assess performance of the operation; determine improvements needed and develop a plan of action to reach goals.
3. Purchase inventory and appraise trade-ins. Ensure inventory is in proper resale condition.
4. Manage/lead and mentor all dealership employees to hit target goals.
5. Responsible for ensuring all personnel are trained and understand their priorities and job duties.
6. Ensure that all federal, state, local, and business rules and laws are being followed.
7. Establish and maintain long-term customer and vendor relationships.
8. Meet/exceed performance expectations and complete work within the required time frames.

Additional Job Functions:

1. Supports the mission and vision of Midtown Motor Company and demonstrates excellent customer service at all times.
2. Understands and is committed to helping Midtown Motor Company achieve its goals.
3. Must use appropriate safety equipment and procedures at all times; must immediately report all unsafe conditions to supervisors; must be familiar with all safety features of equipment, tools or materials encompassed by job duties; and must check with supervisors (prior to job performance) if there is a question as to the safe procedure to be used for any job function.
4. Demonstrates ethical behavior as expected by our customers and vendors. Understands the personal obligation to report any activity that appears to violate applicable laws, rules and regulations.
5. Completes other duties as assigned.



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Minimum License and Certificates Required:

N/A

Reporting Relationships:

Supervised By: Owner

Supervision Of: Office Manager, Collections Manager, Customer Service Representative,
Make Ready Representative



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The incumbent must fulfill the performance standards of this position and comply with the policies, rules and procedures.

This job description is intended to describe the general nature and work responsibilities of this position. The job description and duties of this position are subject to change, modification and supplementation as deemed necessary by Midtown Motor Company. Employees are required to comply with supervisory instructions and to perform other job duties, responsibilities and assignments requested by supervisors, managers and administration.

This job description does not constitute any employment contract between Midtown Motor Company and any employee.

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and comprehend it. I understand that this job description may be used as a tool to evaluate my job performance. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor.

Employee's Signature

Date

Employee's Printed Name

Supervisor's Signature

Date

Third Signature (if required)

Date