## Main Purpose

To take responsibility for and ownership of revenue generation for Retirement Capital.

## Position

The Sales Director reports directly to the Managing Director.

The Sales Director position covers the following duties and responsibilities:

## Duties

1. Responsible for the generation of revenues in accordance with the sales plan.
2. Provide forecasting information of Retirement Capital sales for the current month, quarter and year.
3. Maintain a record of all customer interaction on the HubSpot CRM system.
4. Provision of customer sales proposals.
5. Manage expenses and costs associated with the Sales Department.
6. Manage all functions that contribute to the achievement of the sales plan.
7. Provide monthly updates to the Board of Directors of Retirement Capital
8. Maintain and promote adherence to the Quality Management System of Retirement Capital
9. Maintain a company calendar showing activity and whereabouts.
10. Maintain a Duty of Care for direct reports.
11. Liaise with counterparts in Headquarters and with other operating country management.

## Experience and Qualifications

1. Minimum of ten years’ experience as senior sales practitioner.
2. Successful sales track record.
3. Minimum of two years’ Board level management experience
4. Good Microsoft Office skills
5. Knowledge of Google Apps desirable
6. Knowledge of Quality Management Systems desirable
7. Good organisational skills
8. Good communication skills
9. Good interpersonal skills

Signature:

Date: 14/11/2020