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**PTDA Bearings & Power Transmission, Inc.**

**One Sprocket Lane**

**Reducer Springs, Michigan 48000**

**PT/MC Job Description**

**Vice President – Sales– Exempt**

**Reports to:** President& Chief Executive Officer

**Job Summary:**

The Vice President – Sales position has overall responsibility for the entire sales organization. Executes the sales strategy set by the senior leadership team or Board of Directors. Direct management of other sales management personnel. Accountable for the organization’s annual sales and gross margin performance. Maintains direct contact with the organization’s most important customers. Active in related trade associations. Plans and conducts annual sales meetings.

**Job Functions:**

* Oversees the entire sales organization. Manages other sales managers as direct reports.
* Provides regular support to Director – Sales, Regional Managers, and other department managers as required. Makes final decisions regarding customer rebate programs, sales force incentives, large customer returns, large customer purchase discounts, and other sales issues that require senior management input.
* Reports to the leadership team or Board of Directors regarding quarterly sales performance. Creates action plans to address any shortfall in sales or margin performance and delegates execution to other sales managers.
* Approves final sales forecast. Sets individual goals for each Regional Manager (Regional Director – Sales). Monitors regional performance and addresses shortfalls with sales management.
* Reviews performance of direct reports and provides input on compensation.
* Conducts interviews of candidates for open sales management positions. Makes final hiring decision with input from human resources and other management personnel. Trains new sales managers on product, territory structure, and organizational culture.
* Represents the organization at annual conventions for industry associations. Networks actively with other distributor and manufacturing contacts.
* Plans and conducts annual sales meetings. When desired by senior management, plans and conducts meetings of key customers.
* Able to work remotely as needed.

**Skills Needed:**

* Strong leader who commands respect, can inspire others, and can take decisive action related to the organization’s sales direction.
* Relationship builder with external and internal customers. Use networking ability to work through the organization and provide quick responses and solve problems.
* Excellent verbal communicator who is comfortable with one-on-one communication, as well as presentations with all-sized groups.
* Timely and effective decision maker/problem solver.
* Strong written communicator who can create important documents and letters that are concise, appropriate, and reflect the culture of the organization.
* Strong management skills, including the ability to provide direct communication to direct reports.

**Education/Experience Required:**

* Bachelor of Science in Business or Marketing, with additional coursework in business up to an MBA

**Other:**

* Reports to the Company President/CEO but will also interact with the leadership team and/or Board of Directors.

**EEO Statement:**

**PTDA Bearings & Power Transmission, Inc**. provides equal employment opportunities to all. We prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, or any other characteristics protected by federal, state or local laws.