

## **Service & Sales Director – Job Description Summary**

Responsible to deliver outstanding service to both internal and external customers and provide ongoing training, coaching, motivation and recognition to ensure that all staff takes advantage of cross-selling opportunities. Track, report and maintain data and statistics on sales/service goals and make recommendations to improve sales/service results.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment