

Oklahoma Department of Corrections
Unclassified Job Descriptor

OCI SALES MANAGER

Basic Purpose:

Positions in this job are responsible for management/leadership of the Oklahoma Correctional Industries' (OCI) sales department goals, budget, and optimizing profit.

Typical Functions:

- Manages and coordinates sales representatives and sales support staff activities; creates and implements sales incentive programs and promotions.
- Develops targeted sales markets and lead sources for the sales representatives; promotes OCI growth through development of sales representatives performance.
- Leads sales initiatives or campaigns designed to reach targeted customers and expand total sales; evaluates sales trends and devises new product recommendations and sales strategies; develops and recommends short and long range strategic sales plans.
- Serves as a member of the OCI product development and pricing team; coordinates marketing direction in consultation with OCI Marketing Manager; works with OCI Marketing Manager to plan and publish sales catalogs and brochures.

Knowledge, Skills, and Abilities:

Knowledge of a variety of sales techniques and practices; of the principles and practices of management to include staff and budgets; of sales campaigns; ability to communicate effectively both orally and in writing; to establish and maintain effective working relationships; to analyze sales data and develop plans to address problems; to use appropriate information technology; to manage multiple projects simultaneously; to manage customer and public relations.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of progressively responsible sales experience.

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Preferred Qualifications: Bachelor's degree and three (3) years of related sales management or supervisory experience to include managing a sales call center operation.