

- EXAMPLE ROLE DESCRIPTION TEMPLATE -

Role Title:

(insert the role title here)

Eg: Sales Consultant

Purpose of the position:

(insert the purpose of the position here)

Eg: The sales consultant is responsible for interviewing & finding new customers to sign up for our programs. They are responsible for increasing the company's sales by following our unique sales systems and processes. The sales consultant must be very familiar with the company's product to be able to explain the features to the customer and why the customer needs them.

Position reports to:

(insert who the position reports to)

Eg: The sales consultant is part of our sales team and will report to our Chief Operating Officer.

Salary

(insert salary here)

Behaviours & Skills:

(Insert the behaviours and skills to be successful in this role here)

Eg:

- *You are smart, fast and confident.*
- *You have super high emotional intelligence.*
- *You are extremely accountable for your outcomes.*
- *You're passionate and outgoing.*
- *You thrive on personal development. You know the value of coaching.*
- *You absolutely need to want to grow!*
- *You demand excellence of yourself and thrive on feedback.*
- *You are energised and create energy.*
- *You are results-focused and drive yourself to get the best results.*
- *You are a lightning fast learner*

- You're highly resilient and adaptable.

Sales Consultant Roles, Responsibilities & Performance Indicators

These will be reviewed on a weekly basis in a one to one meeting with your manager.

(insert all of the roles, responsibilities and performance indicators here)

Role	Responsibility	Performance Indicators
<i>Eg: Interview new prospects</i>	<i>Eg: Interview in-bound leads on the phone who have already booked an appointment with you via our online marketing funnels and determine IF they are a fit for our program or not</i>	<i>Eg: 50% to be booked into a longer 90 min call</i>
<i>Eg: Sales Reporting</i>	<i>Eg: To make sure daily & weekly sales statistics and the CRM are up to date</i>	<i>Eg: Daily update of the sales CRM Daily updates of sales tracker to update outcomes of all calls</i>

I agree to the companies standards & expectations as listed above

Signed: _____

Name

Date

