

	Department	200 Sales
	Job Title	Regional Manager
	Document ID:	200-0004-r100222 Regional Manager.docx
	Document Date:	2010.3.02:11:18

JOB TITLE		EFFECTIVE DATE	PERCENT OF TIME
Regional Manager		24 February 2010	100%
DEPARTMENT/DIVISION	SUPERVISOR'S TITLE	WORK LOCATION	
200 Sales	Chief Executive Officer	SHP Main Office	
SUPERVISION/DIRECTION RECEIVED			
	Close Supervision		Supervision
	Direction	X	General Supervision
			Other
MANAGEMENT LEVEL			
	Supervisory		Non-Supervisory
		X	Not Applicable

GENERAL SUMMARY OF DUTIES / RESPONSIBILITIES
<p>Under supervision of the CEO, the Regional Manager's primary responsibility is driving new revenue through customer growth, selling SHP products and services. The Regional Manager is a contributing member of the product team, responsible for communicating functional requirements that are discovered in the course of client/prospect conversations that help evolve the competitiveness of SHP products. Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Meet sales quotas and demonstrate achievement of objectives • Prospect and identify potential customers for SHP programs • Develop proposals and customize contracts to meet prospect needs • Up-sell products and services into existing customer • Gain product intelligence through networking, trade shows, reading, etc. • Keep product development team apprised of critical market feedback • Attend trade shows and travel when required • Work with software vendors to enhance/ promote interfaces and integrations with their systems • Develop new business relationships with vendors and others • Keep accurate and timely records in the company's contact management system • Increase the company's presence in the market through networking and other means • Manage key customers and help with retention of existing customers, when requested • Promote the company brand in written and verbal communication

BACKGROUND AND SKILLS REQUIREMENTS:			
Education (Check Minimum level)	Experience		Computer Skills
	High School	x Healthcare Industry	x PC (Windows Based)
	Associate Degree in related field	x Trade Shows	X MS Word
X	Bachelor degree in related field	x Conferences	X MS Excel
	Graduate Degree in related field	x Public Speaking	x MS PowerPoint
	Doctorate in related field	x Presentation Skills	MS Access
Technology Skills		Knowledge of Relational Data Base Structure	X Microsoft Dynamics CRM
	Microsoft ASP.NET	x Cold Calling	Microsoft SQL Server 2005 & 2008
	Microsoft VB.NET	x GoTo Meeting	Ms Project
	Visual Studio .NET (2003/2005/2008)	x Teleconferencing	MS Visio
	SQL Server 2000/2005/2008	x Webinars	Dreamweaver
	XML and .Net Webservice Technology		Sharepoint
	Extensive web programming		Adobe Acrobat Professional
			SQL Server Queries
			Adobe CS4 Design Suite



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SPECIAL CONDITIONS OF EMPLOYMENT (Licenses, certificates, credentials, altered work schedules, furloughs, travel, etc.)

Knowledge, Skills, Abilities, and Experience:

- Experience in the healthcare field. Familiar with field's concepts, practices, and procedures.
- Minimum of 7 years in sales
- Self-directed; problem-solving capabilities; requiring minimal management
- Ability to interact in an enthusiastic, positive manner with prospects, customers, contractors, co-workers and supervisors at all times.
- Ability to work in a fast-paced environment with minimal supervision
- Excellent written and oral communication skills; ability to communicate successfully across a wide variety of communication styles.
- Ability to organize, manage and prioritize multiple tasks and meet specified goals.
- Proficient in email, contact management software, and basic technology and vernacular.
- Ability to maintain confidentiality and comply with HIPAA regulations.
- Experience with Microsoft Office Suite

ESSENTIAL DUTIES OF THE JOB

PERCENT OF TIME	FREQUENCY	ESSENTIAL DUTIES* (List in order of importance)
100	Daily	Regional Sales Manager Manages and directs a sales force to achieve sales and profit goals within a region. Manages multiple districts within a region and adjusts sales goals and procedures as appropriate for each district. Designs and recommends sales programs and sets short- and long-term sales strategies. Evaluates and implements appropriate new sales techniques to increase the region's sales volume. May recommend product or service enhancements to improve customer satisfaction and sales potential.

NON-ESSENTIAL DUTIES OF THE JOB

PERCENT OF TIME	FREQUENCY (d,w,m,q,y)	NON-ESSENTIAL DUTIES
		None

REQUIREMENTS:

"F" for frequently; "O" for occasionally; "N" for not at all.

PHYSICAL		Must carry/lift loads of:		ENVIRONMENTAL	
On the job the employee must:		X	Light (up to 25lbs.)	On the job the employee:	
X	Bend		Moderate (25-50lbs.)		Is exposed to excessive noise
X	Sit		Heavy (over 50lbs.)		Is around moving machinery
X	Kneel/Squat				Is exposed to marked changes in temperature and/or humidity
X	Stand	MENTAL			
X	Walk	On the job the employee must be able to:			
	Crawl				Is exposed to dust, fumes, gases, radiation, microwave (circle)
X	Climb Stairs, Steps	X	Read/comprehend	X	Drives motorized equipment
X	Push/Pull	X	Write		
X	Handle objects (manual dexterity)	X	Perform calculations		
		X	Communicate orally		
X	Reach above shoulder level	X	Reason and analyze		
X	Use fine finger movements				Works in confined quarters and is subjected to typical office noise
	Other:		Other		Other