



**H&H Group plc**  
**Job Description – Sales Manager (North East)**

**Job Title: Sales Manager (North East)**

**Reporting to: Managing Director H&H Motor Auctions Limited**

**Overall Job Purpose:**

To oversee the day-to-day operations of the north-eastern branch of H&H Motor Auctions in order to ensure an efficient and cost effective service.

**Job Description**

**Primary Accountabilities**

1. To acquire, maintain and develop business on behalf of H&H Motor Auctions by sourcing and encouraging new relationships with dealers, traders and other identified providers of vehicles.
2. To acquire, maintain and develop customer relationships on behalf of H&H Motor Auctions.
3. On operational sale days to provide a first line of contact to vendors and purchasers and to oversee:
  - the checking the credit histories of vehicles for sale
  - the verification of validity for sale
  - the completion of necessary administration
  - the recording of transactions as required on the company's database
  - the collection and return of vehicles as required
4. To supervise staff including the allocation of work, authorisation of absence and providing as required a first line of contact regarding operational or personal issues.
5. To maintain current knowledge with regard to Health and Safety and in particular to legislation relevant to the company in order to advise staff regarding compliance.
6. To maintain current knowledge with regard to legal or environmental requirements relevant to the industry and to advise staff regarding compliance.
7. To liaise with the Managing Director in order to consider ways in which to improve the image and professional service provided by the company.
8. To improve the public perception of the company by face-to-face and telephone contact with dealers and customers.



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9. In liaison with the Group Accountant and the Managing Director to oversee the accounting and bookkeeping functions on behalf of the company.
10. To carry out appraisals on behalf of direct reportees.
11. To liaise with the Managing Director regarding advertising content and expenditure.
12. To liaise with the Managing Director regarding staff planning and recruitment and issues regarding staff development or discipline.
13. To provide reports and information to the Managing Director as required.
14. To develop opportunities presented through other group companies.

**Secondary Accountabilities**

1. To monitor any maintenance requirements within the company premises and advise accordingly.
2. To undertake or delegate necessary administrative requirements in relation to the company.
3. Other ad hoc duties that the employer determines fall within the job-holders capabilities.