



Sales Associate Job Description

Title: Sales Associate

Reports to: General Manager

Pay: \$1,500 + commission

Schedule: 4 6-hour shifts

Job Summary

The Sales Associate is responsible to push sales in all revenue streams within ADAPT. They are responsible to attend and help lead training for all staff to stay on top of proper terminology and up to date sales pushes. This person must be enthusiastic and display strong interpersonal skills that will allow them the opportunity to develop positive relationships with coaches, children, and parents. A set, in-person schedule will be required as physical presence is important for this roll to be successful. They are required to attend monthly team meetings, front desk meetings and admin/marketing meetings. (see meeting schedule below) This role requires organization and a future focused mentality.

Major tasks and responsibilities:

- Achieve company objectives through effective planning, setting sales goals, analyzing performance data, and projecting future performance.
- Continuously develop personal leadership, hiring, and training skills while ensuring the team is using effective sales tactics to meet revenue objectives.

Mandatory Meeting Schedule:

- Team meeting - Monthly
- Front desk meeting - Monthly
- Sales Training - 2X Per month

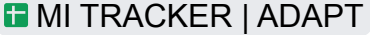
Major tasks and responsibilities:

- Generate leads, and build and nurture client relationships
- Create and execute a strategic sales plan that expands customer base and extends reach
- Meet with potential clients and grow long-lasting relationships by understanding

their needs

- Track, analyze, and communicate key quantitative metrics and business trends as they relate to partner relationships
- Identify knowledge gaps within the team and develop a plan to fulfill them
- Oversee the sales/FD team to ensure company quotas and standards are met
- Manage month-end and year-end close processes
- Manage software used at ADAPT. I.E MindBody, Google Drive, etc.
- Oversee and execute website edits

Compensation package

- Monthly secret shopping stipend (\$25 max payout)
- ADAPT will pay for a specific certification, webinar or training that aligns with the job role and is found to be valuable for staff to attend and bring back information.
- Commission:
 - 2% of new sales for the month.
 - Found on  MI TRACKER | ADAPT
 - \$25-\$50 per new membership sold

How to apply:

Send an email to info@trainadapt.com with your resume and cover letter for this position. We will get back to you as soon as it is reviewed with next steps.