

**How to use this guide**

The HR Toolkit Job Descriptions are provided as a generic overview and guidance, they are not definitive examples of any role within the automotive retail industry. Please feel free to copy and paste the format and then tailor to the specific requirements of your business.

**Business Manager**

About the business: [*Tell candidates about your business for example: when it was formed, scale of your operation, any awards received, what you actually do and any future plans you can share*]

Job title: Business Manager

Location: [*Candidates expect to know where they will be based geographically*]

Reporting to: [*Candidates should know their reporting line*]

Salary expectations: [*Basic Salary ranging from £25k-30k + OTE £45k+, + Benefits*]

Reason for role: [*Candidates often like to know why the role is being advertised, it can help them to prepare for interview and potentially look to your business as a preferred employer. Reasons could include: expanding the team, development from within creating an open role, expansion of the business, new role etc.*]

Role description: [*You must be clear on the main tasks of the job role, if you have split New/Used sales force, delete as appropriate*]

The Business Manager is in the main, accountable for all aspects of unit sales and associated regulated F&I products.

The role includes, but is not limited to:

- Assisting the Sales Manager in leading sales and developing the sales team
- Driving the business plan forward and to budget, inline with company and manufacturer targets
- Implementing change to increase growth and profit
- Maximise profitability through the sales of vehicles and associated products through training
- Second facing customers
- Maintaining internal systems, processes and training to reflect FCA regulations, manufacturer standards and company requirements
- Monitor and manage sales targets
- Take a proactive approach in evaluating team members and to initiate improvement or corrective action when required

Person specification: *[This details what you are looking for in a candidate e.g. their experience, personal attributes and other key factors such as working to targets. When advertising for Sales Managers specifically, you need to adjust the person specification as to whether or not you are looking for someone with management experience and/or automotive experience]*

- Experience in automotive retail industry is essential
- Experience in administering and/or selling regulated and non-regulated finance products
- Knowledge and awareness of financial regulations around the sale of new and used vehicles and their associated regulated and non-regulated finance products
- Strong administration experience through the entire sales process
- Experience managing other people towards targets
- Experience of DMS, LMS, CRM and other automotive retail databases and technology
- Strong customer relationship skills
- Thrives working to, and supporting a team towards measurable targets
- Full, clean UK Driving License

Key Benefits: *[You may want to highlight key benefits e.g. competitive salary, company pensions, bonus, holiday allowance, training and development opportunities etc.]*

Benefit packages can include:

- Company demonstrator car
- Company mobile phone
- Discounts on new and used car
- Contributory pension scheme
- [XX] days holiday
- Award winning In-house and manufacturer training
- Great career development opportunities

Seniority level: *[Candidates will look to this to see if they are at the right level in their careers in order to apply]*

Entry Level/Junior/Experienced/Middle Manager/Senior Manager/Director Level

Note: Additional tasks may be assigned from time to time that should not make material changes to the employee's responsibilities. This job description does not constitute a contract of employment.