

Product Sales Seat

Seat Owner: Jim Thompson

Reports To: Integrator Seat

Reporting Seats

These are the seats that are direct reports up to the current seat

- **Inside Sales Seat** - Sarah Chen
- **Product Coordinator Seat** - Marcus Webb
- **Ecommerce Manager Seat** - Vacant

ACCOUNTABILITIES

1. LMA
2. Inventory & Forecasting Management
3. Product Sales Strategy & Purchasing
4. Profit Protection
5. Outbound Customer Experience

MEASURABLES

- Weekly units sold | Goal: 150
- Gross margin % | Goal: 38%
- Inventory turns per month | Goal: 4

PROCESS/PLAYBOOK INVENTORY

- Product Pricing Approval Process
- Vendor Negotiation Playbook

- Inventory Reorder Process

ROCKS | 2025 Q4

- Launch Q1 product catalog by Nov 15 [On Track]
- Reduce dead stock to under \$50K by Dec 31 [Off Track]
- Complete vendor scorecard system by Dec 15 [On Track]

Self Assessment Toolkit For Jim Thompson

Scorecard For GWC

| GETS IT | Rate 1 to 5 Strongly agree=5 Strongly disagree =1 |
|---|---|
| I understand the needs of this seat, its component roles, and how they relate to the business | |
| I understand the technical skills required and how they relate to my ability to get the job done. | |
| I understand the technical skills required and how they relate to the vision and mission of our business. | |
| TOTAL FOR GETS IT | ____ OF 15 POSSIBLE |

| WANTS IT | Rate 1 to 5 Strongly agree=5 Strongly disagree =1 |
|---|---|
| Problem solving in these roles engages my mind and curiosity. | |
| This role aligns with my career and financial goals | |
| This is the role I most want to be in right now | |
| TOTAL FOR GETS IT | ____ OF 15 POSSIBLE |

| COMPANY | Rate 1 to 5 Strongly agree=5 Strongly disagree =1 |
|---|---|
| I am clear on the company's vision | |
| I understand the company's goals for the year | |
| I understand the company's 90 day action plan (rocks and milestones) as they relate to my work | |
| I understand the company's core values, I use them in my decision making and I see the company using them it's decision making. | |
| The company's weekly meeting rhythm helps me stay on track | |
| The communications from my direct superior is clear and helpful | |
| I receive the resources (tools, budget) I need to excel in my role | |
| I receive the training and support I need to excel in my role | |
| I understand when/how to use our different communication tools, and the way my teammates use them helps me stay focused and organized | |
| I understand how and where our company stores its knowledge | |
| TOTAL FOR EMPOWERED EXECUTION | _____ OF 45 POSSIBLE |

What went well in the last 90 days.

Put an asterisk on anything that you want to make a habit or ensure you do as a process. Circle anything that deserves celebration as a win (the more the better, be liberal).

What did not go as well as you would have liked in the last 90 days.

Circle anything you want to escalate to an issue for discussion

START/STOP/KEEP

STOPS: What will you stop doing in the coming 90 days

What things would improve your focus and results if you completely got rid of them.

KEEPS: What new learnings or approaches did you try that you want to keep and/or build upon;

START: Based on your issues, learnings and the business situation, what will you commit to start doing in the coming ninety days.

