



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

- A1 Job title:** Sales Representative
- A2 Department/Programme:** Finance
- A3 Section/Project:** Finance
- A4 Reports to (position):** Supervisor - Sales
- A5 Supervises (Name of Positions):** NONE.

B JOB DESCRIPTION

B1 Overall purpose of the job.

To handle sales of all confectionery items of the sweet factory and maximize them.

B2. Key Responsibilities

Identify potential customers/market for sweets

- Provide efficient customer care to all customers and identify credit worthy customers
- Visit new markets and make regular sales follow-up
- Provide management with accurate information and market intelligence reports on competing range products.

Sale of confectionery products

- Issue invoices and delivery notes to customers after delivery of confectionery items
- Bank receipted cash/cheques from sake against the invoices and delivery notes
- Report any unusual sales happenings and defaulting customers of confectionery items to the Sales Supervisor.

Report writing

- Prepare daily, weekly and monthly sales reports reflecting actual stock balances, cash/cheques banked

Housekeeping: Ensure high standards of hygiene in the work area.

Knowledge and Opportunity: maintains a clear and detailed knowledge of the industry trends, best practices

Other Duties: Perform any other related duties as may be assigned by the Supervisor - Sales / Sweets Factory Manager from time to time.

C Knowledge, qualifications & Experience

C1.1 Education:

Education:

A Diploma in Commerce/Business Administration/Business Statistics with Marketing option.

C2.2: Experience, Skills and Competences:

Experience: At least two (2) years working experience as a sales executive in a reputable firm.

Ms Office: A candidate for this position must proficient in the use of Ms Word, Ms Excel, and Power Point.

Communication skills. English and local languages

Analytical and Interpersonal Skills: Thorough understanding of the sales process, good negotiation acumen, considerable marketing skills, basic knowledge in Packaging, good communication and interpersonal skills.

SIGNATURES:

Job Holder (name):

Sign:**Date:**

Line Supervisor (name):.....

Sign: **Date:**