SCHEME OF SERVICE FOR THE POST OF SALES MANAGER - (ON CONTRACT)

Organisation: State Trading Corporation

Post: Sales Manager (On contract)

Salary: Negotiable

Experience: Appointment to be made by selection from among candidates possessing:

(i) Reckoning at least five years relevant experience in Sales and Merchandising.

Priority to be given to candidates with a minimum of five (5) years' relevant experience in Sales and Merchandising, preferably in a supervisory or managerial capacity.

Roles and Responsibilities: To be responsible to the General Manager and report day-to-day operations.

Duties:

1. Planning, organising, coordinating and supervising the activities of the Supplies and Sales Division, including sales, supplies, merchandising and warehouse operations.
2. Assisting Management in the formulation and implementation of policies, strategies and programmes relating to the sales and distribution of STC products.
3. Planning and implementing sales strategies and initiatives to achieve the Corporation's sales and revenue targets.
4. Monitoring sales performance and taking appropriate measures to improve sales volume, market coverage and customer service.
5. Identifying new business opportunities, markets, products and potential customers in order to enhance the Corporation's commercial activities.
6. Monitoring market trends, customer preferences, competitor activities and developments in the retail, hospitality and other relevant sectors.
7. Coordinating and supervising the activities of Sales Representatives and other staff under the Supplies and Sales Division.
8. Ensuring effective deployment of sales staff and resources according to operational requirements and workload.
9. Monitoring the performance of sales outlets, sales teams and other commercial activities and submitting periodic reports to Management.
10. Ensuring that STC's products are adequately promoted, displayed and made available to customers in accordance with approved policies and procedures.
11. Assisting in the development and implementation of pricing, promotional and merchandising strategies, subject to the approval of the appropriate authority.
12. Monitoring stock availability in coordination with the Procurement, Warehousing, Finance and other relevant Sections to ensure continuity of supply and minimise stock-outs.
13. Liaising with the Procurement Division regarding the procurement requirements of products based on sales trends, stock levels, customer demand and anticipated requirements.
14. Monitoring the movement and availability of stock and ensuring proper coordination between sales outlets and warehouses.
15. Overseeing and coordinating the activities of STC Warehouses, including the receipt, storage, handling and dispatch of goods, where applicable.
16. Ensuring that proper procedures are followed for the receipt, storage, handling and issue of goods and that appropriate records are maintained.
17. Monitoring stock levels, slow-moving items, damaged goods, obsolete stock and other inventory-related matters and recommending appropriate action.

18. Coordinating periodic stock verification exercises and following up on discrepancies identified between physical stock and recorded balances.
19. Ensuring that appropriate measures are taken to safeguard STC's stocks, equipment and other assets under the Division's responsibility.
20. Monitoring the performance of suppliers, customers and other commercial stakeholders, where relevant to the Division's activities.
21. Maintaining and developing effective relationships with major customers, distributors, hotels, institutions and other business partners of the Corporation.
22. Handling and following up on customer complaints and ensuring that appropriate corrective action is taken in a timely manner.
23. Assisting in the negotiation and monitoring of commercial arrangements with customers, subject to the approved authority limits and procedures of the Corporation.
24. Preparing sales forecasts, operational plans, budgets and other financial or commercial projections relating to the Division.
25. Monitoring actual sales and expenditure against approved budgets and recommending corrective measures where necessary.
26. Preparing periodic management reports, sales analyses, performance indicators and other statistical information relating to the activities of the Division.
27. Performing any other duties of a related nature that may be assigned by the General Manager or other authorised officer.