

FUNCTION DEFINITION

JOB TITLE: Country Sales Manager

DEPARTMENT: Sales

REPORTS DIRECTLY TO: General Manager

DIRECTLY SUPERVISES: Sales Executives

PURPOSE (State the major objective of the position)

- To sell products by implementing sales plans and supervising sales staff

Duties (List the major responsibilities of the job holder)

- Obtains profitable results through the sales team by developing the team through motivation, counseling, skills development and product knowledge development.
- Monitors the performance of the sales team whilst ensuring compliance with company policies and procedures
- Establishes customer relations at all levels
- Sells products and services
- Checks Quotations made by sales executives
- Negotiates contracts and lead the team on all aspects of sales transactions to close sales deals in accordance with approved guidelines
- Maintains effective business relationships with customers
- Ensures the achievement of maximum quality of services by prioritizing customer focus at all times and exceeding Customer expectations
- Ensures that short, medium and long term sales targets are achieved
- Visits clients' sites or offices from time to time including travels outside Accra
- Performs any other duty that may be assigned from time to time

Supervisory Duties (if any)

- Supervises the sales team to meets their targets.



- Supervises clients' solution delivery, acceptance and sign-off confirmation

DEPARTMENTAL RELATIONS (Describe level and nature of contacts with other departments in the company).

- Works with the finance team on all clients' invoicing and payment related issues
- Constantly works with the Customer Support team ensuring that clients are getting the desired services.
- Liaises with top management and other line managers to understand the scope of service delivery, activity and commitments suitable for clients

EXTERNAL RELATIONS (Describe level and nature of contacts outside the company)

- Maintains contact with both existing and prospective clients
- Maintains contact with strategic consultants, Architects, engineers and constructors pertaining to specific client areas

RESPONSIBILITY FOR ASSETS (Describes type of assets directly handled)

- Keeps confidential data pertaining to business leads, agreements and pricing schedules
- responsible for the safe keeping of laptop and all critical work data contained
- Keeps sensitive business agreements and schedules

COMPETENCIES

EDUCATIONAL QUALIFICATIONS (State minimum entry level qualifications required for the position).

- Minimum University Degree in Business Administration (Marketing Option)
- Professional qualifications in Marketing and Sales
- Minimum 10 years work experience with 5 years of managerial

position/managing teams

- Fluent in English and Swahili
- Technical sense, minimal technical understanding

TECHNICAL (State key job knowledge / skills required by the position)

- Ability to coordinate and supervise 30 sales executives across the various branches
- Proven track record of closing business deals within the corporate sector end-to-end
- Ability to work with little or no supervision while achieving desired results.
- Able to deliver business value to customers.
- Strong presentation skills
- Excellent communication skills, both written and verbal
- Excellent client service skills and good interpersonal skills
- Excellent negotiation skills
- Ability to meet strict deadlines

MANAGERIAL (State key managerial job knowledge / skills required by the position)

- Strong analytical and business organization skills
- Project management skills
- Ability to coordinate all core activities involved in closing a business deal end-to-end.
- Ability to plan design, coordinate and implement business and marketing strategies.

PERSONALITY (State key personal attributes required by the position)

- Must be highly dependable and trustworthy
- Confidentiality – ability to keep confidential information and trade secrets

- Must be self-motivated and confident in all aspects
- Ability to pay attention to details
- Must be highly presentable at all times
- Ability to lead a team to achieve results
- Must be very diligent and be ready to take up challenge
- Must be punctual