



SEKAJJA AGRO FARMS LTD

JOB DESCRIPTION

Job Title:	Sales Executive-Dressed Chicken	
Reports To:	Commercial Manager	
Supervises:	Direct:	Indirect:
	None	None
Interacts/Interfaces with:	Internal:	External:
	SAF employees	Clients
Job Summary	The purpose of the role is to sale and market all the company products, as well as create a positive image of the company to the public. The position holder will manage the Shop business and operational areas under the rules, regulations and guidelines of SAF while ensuring the accomplishment of goals and targets given by Management.	
Key Position Responsibilities	<p>Management of all the FMCG products sold at the Shop (Dressed chicken and all related products)</p> <ul style="list-style-type: none"> • Ensure achieving of daily and monthly sales targets of all products at the shop • Ensure communicating correct price and product specifications to customers • Ensure professional approach to customer interface. • Coordinate and ensure reconciling deliveries of products to customers in case of bulk buyers. • Order Dressed chicken and related products on time and follow up on phone to ensure your order is processed by Distribution Centre Coordinator at the DC. • Control and manage stock as prescribed by the Company's SOP's. • Ensure a clean and tidy environment at the shop at all times. • Open and close the shop at designated times. <p>Management of Cash and Sales at the Shop</p> <ul style="list-style-type: none"> • Ensure timely banking of cash collections for all the sales made • Daily cash reconciliation of the sold stock and reporting to the Commercial Manager on a daily basis. • Market company products & safe guarding the company's Image in the community. • Review cash sales against targeted sales and plan for achieving over and above the set target <p>Provision of effective and efficient support to the customers</p> <ul style="list-style-type: none"> • Recruit new customers to grow the customer base in the locality 	



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	<ul style="list-style-type: none"> • Receive complaints from customers and quickly resolve them at Shop level, Issues beyond your capacity can be forwarded to the Commercial Manager for further management. • Deal with customers efficiently in a professional, courteous and cordial manner giving them correct information about our products to enable them make an informed decision. <p>Train and support new staff.</p> <ul style="list-style-type: none"> • Provision of support/orientation to new staff. <p>Maintain proper and effective communication, reporting, documentation and records system at the Shop.</p> <ul style="list-style-type: none"> • Prepare and submit daily, monthly, quarterly and annual reports i.e., monthly sales and receivables • Support the stock taking and inventory management processes. • Report immediately any shortages, losses or any other problems to your line manager. • Correctly fill out paper work including, daily cash reports and sales Summary reports among others and submit this information to the Commercial Manager. <p>Responsible for all Human Resource related issues for the staff of the Shop and seek support from the HR office when required</p> <ul style="list-style-type: none"> • Effective supervision of staff at the Shop • Appraise performance of staff at the Shop. <p>Other duties as assigned by management from time to time.</p>
<p>Success Measures</p>	<ul style="list-style-type: none"> • No delays evidenced in customer's orders. • The Shop is adequately stocked at all times. • Existing SOPs strictly followed. • Sales numbers as per set and assigned targets for a given period of time • No shortages in cash bankings • Number of walk-in customers in a given period of time as per set targets • Keeping of sales records and customer contacts • Evidenced daily banking of cash collections. • Cash reconciliation • Targets met • Timely resolution of customer complaints. • Reduced customer complaints. • Schedule for top customer visits discussed and agreed with line manager • Shop performance and needs evaluated.



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	<ul style="list-style-type: none"> • Constant communication as may be appropriate • SOPs on documentation and recording strictly followed. • Annual review of each staff at the branch. • Timely resolution of staff concerns.
Financial Responsibility	<ul style="list-style-type: none"> • Petty cash management • Bank daily cash sales collection • Daily sales are posted
Person Specification	
Education & Training	<ul style="list-style-type: none"> • Diploma in Business Administration, Sales and Marketing or related field.
Skills & Experience	<ul style="list-style-type: none"> • Minimum 1-2 years' experience. • Knowledge of sales and marketing. • Marketing skills. • Customer care skills. • Computer Literacy. • Product knowledge • High level of integrity and honesty. • Professional personal presentation • Organizational and planning skills. • Good communication and interpersonal skills. • Good presentation skills • Time management. • Ability to work under pressure. • Excellent reporting skills. • Willingness to regularly travel or relocated across region (s) of operation. • Willingness to cooperate and work closely with the Commercial Manager • Willingness to be relocated as per the business needs
Attitude/Motivation	<ul style="list-style-type: none"> • Value adding • Kindness • Strong commitment to the values of SAF • High affinity with cranic hunger to achieve sales numbers • Result oriented with zeal to deliver over and above targets.

Employee Name: _____

Signature: _____

Date: _____