



JOB ADVERT

Sales and Distribution Manager Job description

Title : Sales and Distribution Manager
Reports to : Deputy Executive Director: Operations Management.
Pay grade : Performance /Commission based pay.
Type of employment : Fulltime

Job Summary

The Sales and Distribution Manager will take lead in nationally and internationally growing the distribution and sales of NUCAFE roast and ground coffee brands while using various innovative, flexible and dynamic strategies which include establishing an aggressive sales and distribution team through coaching, supervision and mentorship.

Key Result Areas, Duties and Responsibilities.

KRA.1 Strategy, Systems and Operations

- Work closely with the DED:OM in taking leadership in implementing and evaluating annual sales and distribution plans
- With close guidance from the DED:OM, the role occupant will develop and supervise periodic(daily, weekly and annual) sales and distribution individual and unitary targets
- Represent the sales and distribution unit on all management platforms

KRA.2 Distribution, Sales and Revenue growth

- Develop and employ all the necessary distribution tools
- Facilitate and plan daily sales and distribution
- Develop and consistently update customer signup and management
- Design appropriate finished coffee promotional campaigns

KRA.3 Customer acquisition and retention

- Develop a client feedback collection mechanism
- Develop, fill and update a client's data base
- Responding to all client inquiries

KRA. 4 Personnel Management

- Participate in the recruitment of all sales agents, ambassadors or any staff that are needed within the sales and distribution unit
- Work closely with the DED:OM
- Set and evaluate targets for the unit
- Participate in the reward and punishment of all unitary staff in liaison with the Human Resource Department and what is considered in the human resource manual
- Organize and facilitate daily and weekly unitary performance evaluation meetings

KRA. 5 Reporting and Accountability

- Prepare and submit daily sales reports to the Deputy Executive Director: Operations Management and the Finance Manager
- Prepare and submit monthly narrative reports
- Work with the finance team on periodically reconciling all debit sales against the existing policies. The role occupant will be in charge of communicating this policy to all clients.
- Reconcile and bank all daily cash sales
- Work with the Administrative Officer in ensuring the periodic availability of all distribution vehicles and fuel
- Register all supermarkets, whole sale and retail distribution points into a NUCAFE distribution system

KRA.6 Stock Management

- Do daily stock taking of roast and ground coffees
- Prepare and submit a daily stock status report to the Quality Control and Roast Manager.
- Reconcile all returned stock and sales from the field on a daily basis.
- Properly document all stock issued out on a daily basis
- Receive and work with ensure the timely processing of all client orders
- Ensure the proper storage of all Roast and Ground Stock

KRA. 7 Receiving and fulfilling customer orders

- Receive and register customer orders
- Work closely with the Quality control and Roasting team to ensure the timely production and delivery of clients orders

KRA.8 Brand promotions

- participate in national and international brands promotion exhibitions
- set up brand campaigns
- take leadership in organizing coffee festivals

Other duties:

- Receive and work closely with the Quality Control & Roast Manager to ensure the timely processing of all client orders
- Develop a customer follow up and service plan
- Skill and mentor youth and staff attached to the sales and distribution unit
- Any other duties as assigned by the Deputy Executive Director: Operations Management

Organizational core Values

- Coffee knowledge
- Integrity
- Exceptional Time management
- Professionalism
- Entrepreneurial Spirit

Functional Specifications

- Bachelor's degree in business administration with a major in marketing or any other related business course
- A minimum of three (3) years' experience in product distribution
- Proficient verbal and written communication skills
- Excellent planning and organization skills
- Ability to prioritize and multi-task
- Able to drive

Essential attributes

- Self-motivated
- Highly innovative
- Has initiative
- Highly flexible
- Team player

Working environment

Work station: Namanve but 80% of the time in the field.

Work tools: computer, desk and company vehicle

How to apply

All applications should be addressed to the Executive Director and submitted in soft copy on human.resource@nucafe.org with at least three referrals, a detailed CV and copies of testimonies, transcripts or certificates.

Closing date: 18th January 2020