

	DOCUMENT TITLE:	Doc No: JD03
	JOB DESCRIPTION	Rev : 2
		Date of Issue: 01-08-2016

JOB TITLE	SALES & OPERATIONS MANAGER
PURPOSE	To be in charge of all Sales & marketing activities of Sales Department. To be in charge of executing all orders received by the company.
REPORTING TO	General Manager

Key responsibilities:

1. Assign jobs and coordinate with all Sales personnel
2. Submit periodic report to the General Manager for Sales performance
3. Implement sales plan and execute as per company policy
4. Meet customers regularly on new enquiry requirements and keep customer relations and generate enquiries.
5. Carry out registrations with various departments and companies
6. Implement sales strategy for the entire Middle East countries
7. Find out dealers/distributors in various countries
8. Coordinate with dealers/distributors in all countries
9. Implement Costing strategy for the sales team
10. Generate orders through sales staff
11. Carry out marketing activities as per Company requirements.
12. Organize and timely execute all orders received by the company.
13. Manage all execution processes including site activities.
14. Any other tasks assigned from Time to time.

Products & Services to be marketed:

1. Temperature & Humidity data loggers
2. Real time temperature monitoring systems
3. Dehumidifiers
4. Temperature Mapping study & Qualification
5. Temperature sensors
6. Temperature recorders
7. Differential pressure systems for hospitals.
8. Any other products being assigned from time to time

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Potential client segments

Following are the indicative list of potential clients:

1. Pharmaceutical whole sale distributors
2. Medicine manufacturers
3. Hospitals
4. High end hotels & restaurants
5. Food processing & storage companies
6. Logistics companies
7. Industries
8. Any other segments added from time to time

Countries being targeted

The responsibilities will cover the following countries:

1. All Middle East countries
2. All African countries
3. Any other countries assigned from time to time

Key Performance Indicators

The performance of the designated person is evaluated based on the following measurable performance figures:

1. Sales figures achieved on monthly and yearly basis
2. Net profits generated against the sales.
3. The customer satisfaction level of the company, based on customer evaluation surveys.

Details of products & Services

All the products and services are constantly updated in our website www.vackerglobal.com


Requirements for candidates

The following are the requirements:

- a. Essential requirements
 1. The candidate should be an Engineering Graduate in Electrical, Electronics, Automation or Computer Engineering discipline.
 2. Should have a valid driving license in UAE.
 3. Should have 10-15 years of total experience including at least 5-6 years in UAE.
 4. Should be very proficient in day to day computer applications
 5. Good written & spoken skills in English Language.
 6. Should have managed a team of at least 5 sales personnel.

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- b. Desired requirements
1. Experience in managing site works
 2. Proficiency in Arabic
 3. Knowledge of Digital Marketing, SEO, SMM etc.

Approved by:..... General Manager		Date : 01-Aug-2016
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