



Job Title	Divisional Sales Manager
Location	Inland East, and Cape Division
Industry	FMCG Sales
Salary	± R 75K p/month (± R 900K p/annum)

Job Purpose

Responsible for the development and performance of all sales activities in HFS in the area of responsibility. Responsible for development and performance of Sub-D's area of responsibility. Staffs and directs a sales team and provides leadership towards the achievement of maximum profitability and growth in line with the company vision and values. Establishes a plan and strategies to expand the customer base of T3 area of responsibility.

Responsibilities

Sales Time Split 50%

- Implements annual sales plans by analysing trends and results.
- Implements specific plans to ensure company sales growth in all company's products.
- Develops the customer base and maintains the strong relationship both with the customer and suppliers.
- Implements maximisation of the sales and overall profitability through the satisfaction and retention of customers.
- Drive the Golden store and Perfect store according to Suppliers guidelines.
- Plans and perform sales activities for product promotion and market share increase.
- Implements the products shelf positioning and constantly works on market shelf share increase.
- Responsible to co-ordinate and allocates the limited resources for ensuring efficient and stable sales results.
- Increases the efficiency and profitability of the sales team.
- Implements cost control in line with agreed objectives and plan.



People Management

Time Split 40%

- Manages personnel and develops Managers and Sales Representatives through coaching, delegation, motivation, and further growth from within.
- Checks and monitors the work performance of team members.
- Holds regular meeting with sales staff and communicates all relevant information to teams in understandable manner.
- Ensures and provides monthly results assessments of sales staff's productivity.
- Work with managers in the team to achieve excellent business results through continuous people development and mentoring activities.
- Ensure the development of a high-performing team through embedding formal Performance Development (I-Plan) and informal coaching.
- Coach the T3 Management team on how to conduct meaningful Performance Development (I-Plan) discussions with their direct reports and ensure that they conduct the process effectively.
- Determine and analyse training and development needs for managers and ensure they do the same for their teams.
 - Ensure that identified training is budgeted for and executed.
- Establish and maintain a succession plan for the management team in the area using the formal Talent Management process for identified talent and an informal process for remaining roles.
- With the support from the HR Business Partner, interview and recruit direct reports and provide support to them during the recruitment of their teams on request.
- Ensure that managers create effective workforce plans and recruitment demand plans for their areas.
- Review requests from managers in the team for headcount changes.
- Recommend approve or decline of the request of the Head of T3.
- Approve leave requests for direct reports and ensure that they manage the leave planning for their teams effectively.



- Act as second level escalation point for all grievances raised in the business unit.
- Ensure that all poor performance is addressed through the Performance Improvement Programme and that continued poor performance is adequately dealt with.
- Review reports to determine effectiveness of interventions.
- Motivate employees in the department and ensure that their efforts are recognised.
- Develop appropriate Employee Climate Survey action items together with the management team of the business unit and ensure that items are executed.

Company Time Split 10%

- Develops and deploys all Company policies, practices, and procedures within the department.
- Approves all requests for leave and time off according to company policies.
- To develop the necessary sales organisation and resource to achieve performance objectives.

Job Scope

Main Challenge

Create and maintain a highly motivated sales organisation to drive growth of sales and market share of Tier 3.

Work Interfaces

Job Title	Work Interface Description	Internal/External
Head of T3	15%	Internal
Line Managers & Staff	35%	Internal
Supplier	25%	External
Customers	25%	External



Number of employees who report to position 4 (Direct) 110 (Indirect)

Description of work environment Office

Type of job Full-time job

Working hours (Time of start and time of finishing, if different than normal office hours)

Formal Learning Required

Preferred Qualification Minimum BA Degree in Marketing, or Sales, or Business Studies

Experience

Required A minimum of 5 years' related experience in Sales Management

Preferred Sector FMCG

Languages

English	Low	Medium	High	Excellent
Reading			X	
Writing			X	X
Speaking			X	X



Skills Required

Qualification and Skills Necessary

- Problem-solving and analytical skills to interpret sales performance and market trend information.
- Strong understanding of customer and market dynamics and requirements.
- Proven ability to motivate and lead the sales team.
- Experience in developing marketing and sales strategies.
- Excellent oral and written communication skills, plus a good working knowledge of T3 customer profile.
- Excellent sales and negotiation skills.
- Initiative, drive, and enthusiasm.
- Good planning and organisational skills.
- The ability to work calmly under pressure.
- Good budget and report writing skills.
- Presentation skills, written and verbal.
- Change management skills.
- Risk management.

Success Drivers: Select 3 – 4 **most critical** for this position

<u>Leadership</u>	<u>Solutions</u>	Innovation	<u>Results</u> <u>Oriented</u>	<u>Collaboration</u>	Capacity	Mastery
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Computer Skills Required

Specific Programmes Required

- Working knowledge of MS Office Programmes.