



Job Title	Supervisor
Location	Pretoria, Witbank/Middleburg, Secunda/Ermelo, Bethal, Tembisa, East Rand/Far East Rand, Kathorus, South West Rand/West Rand, Alexandra, Johannesburg CBD, Soweto, Rustenburg/Brits, Klerksdorp, Potchefstroom, Bloemfontein, Durban North, Durban South, KZN Midlands, KZN North, Port Elizabeth, and Kimberly
Industry	FMCG Sales
Salary	± R 35K p/month (± R 420 p/annum)

Job Purpose

Implements the deployment and performance of all sales activities in HFS in the area of responsibility. Improve the development and performance of Sub-D's in area of responsibility. Staffs and directs a sales team and provides coaching towards the achievement of maximum profitability and growth in line with company vision and values. Implements plans 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 customers and suppliers.
- Implements maximisation of the sales and overall profitability through the satisfaction and retention of customers.
- Implement the Golden store and Perfect store according to Suppliers guidelines.
- 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%

- Supervise the activities of the team to ensure effective delivery of the T3 plan.
- Supervise a team of staff to ensure effective daily operations.
- Support the line manager for the area to develop a high performing team by conducting daily and weekly operational performance discussions and assisting employees to prepare the portfolio of evidence for formal performance development discussions.
- Coach and mentor team members on a daily basis on how to improve their own productivity and use of the bank's processes and systems.
- Based on training plans agreed with the line manager of the area, monitor team members to ensure that planned training is undertaken.
- Establish and maintain a succession plan for the team.
- Together with the line manager for the area, interview candidates to join the team and provide input into the recruitment decision.
 - The line manager for the area is the final decision-maker on who joins the team.
- Obtain the workforce and recruitment plans created by the line manager and plan execution within given timelines.
 - Make recommendations to the line manager on how to improve the plans and suggest how resources could be reallocated in case of excessive workload.
- Review and update the team's role descriptions on at least an annual basis to ensure that they are fit for purpose and contain all the accountabilities of each team member.
 - Explain any updates to team members.
- Review leave plans in place and make recommendations to the line manager to adjust the plans, if required.
 - Review leave captured on the employee system (ESS) to ensure that all leave was captured.
- Monitor overtime and ensure that it is kept to a minimum.
 - Ensure that all overtime is pre-approved.
- When required, recommend to the line manager to initiate disciplinary processes for team members.
 - Participate in collecting the evidence for the case.
- Identify employees that are not meeting short-term productivity or control targets and make recommendations to the line manager to place employees on Performance Improvement Programme.
- Execute Climate survey action items as assigned by the line manager.



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 the sales and market share of Tier 3.

Work Interfaces

Job Title	Work Interface Description	Internal/External
Area Sales Manager	15%	Internal
Staff & Line Managers	35%	Internal
Supplier	25%	External
Customers	25%	External

Number of employees reporting to position 10 – 20 (Direct)

Description of work environment Office & Field

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 (or related Diploma)



Experience

Required A minimum of 3 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 market 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 the 3 – 4 **most critical** for this position

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

Specific Programmes Required

- Working knowledge of MS Office Programmes.