

## STATE TRADING CORPORATION

### SCHEME OF SERVICE

Post : Supplies and Sales Manager (Merchandising)

Qualifications : By selection from among candidates possessing:

- A. A Degree in Business Administration or Commerce or Marketing or Finance or Supply Chain Management or Merchandising;
- B. A Post Graduate Qualification in Business Administration or Commerce or Marketing or Finance or Supply Chain Management or Merchandising;

#### OR

Equivalent qualifications to (A) and (B) acceptable to the Board.

- Candidates should also:
  - (1) Reckon at least 3 years' experience in an administrative, commercial or financial environment in the public/ private sector at supervisory level;
  - (2) be computer literate;
  - (3) have strategic and business planning skills;
  - (4) possess good communication and interpersonal skills;
  - (5) have the ability to work in a team;
  - (6) be business and customer-focus.
  - (7) Strong analytical and forecasting skills.
  - (8) Excellent negotiation and supplier management abilities.
- Candidates should produce written evidence of experience claimed.

#### **Roles and**

**Responsibilities:** To be responsible to the General Manager for managing end-to-end merchandise sales and supply operations to ensure availability of selective products, quantity and profitability.

#### **Duties:**

- (1) To keep the General Manager informed of all daily sales and supply operations;
- (2) To secure premium shelves display especially at main retail chains;

- (3) To work in close collaboration with retail chains in ensuring continuous availability of the STC's Brand/ selected commodities;
- (4) To work in close collaboration with the Commercial Division to ensure availability of commodities or stock to avoid any shortage;
- (5) Analyse sales trends, customer demand and market conditions to drive product performance;
- (6) Coordinate with suppliers, vendors and logistics teams to ensure timely replenishment;
- (7) Identify risks and opportunities in the supply chain and merchandising plans;
- (8) To work closely with procurement, marketing, finance and operations teams;
- (9) To continuously improve merchandising and supply planning process;
- (10) To plan and coordinate product distribution and inventory management;
- (11) To align sales strategies with market demand and business goals;
- (12) To ensure:
  - i. Just-in Time delivery process of commodities to wholesalers and customers;
  - ii. Compliance to Safety and Health Regulations (OSHA) for all stakeholders;
  - iii. High level of customer satisfaction through excellent service;
- (13) To manage and assess staff performance through consistent feedback, coaching and conduct personnel Performance appraisals to assess training needs and build career paths;
- (14) To maintain good industrial relations and interpersonal skills for effective flow of communication;
- (15) To organize regular grooming exercises to motivate and empower the workforce and to welcome suggestions or proposals or complaints from workforce;
- (16) To use IT in the performance of his/her duties; and
- (17) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Supplies and Sales Manager (Merchandising) in the roles ascribed to him/her.