

SCHEME OF SERVICE FOR THE POST OF SALESPERSON (HOTEL SUPPLIES) - (ON CONTRACT)

<u>Organisation:</u>	State Trading Corporation
<u>Post:</u>	Salesperson (Hotel Supplies)
<u>Salary:</u>	Monthly Basic salary of Rs 25,000
<u>Experience:</u>	By selection from among candidates possessing (i) knowledge of products and competitor trends; (ii) a good working attitude; (iii) a good communication, observational and interpersonal skills; (iv) be able to work in a team. Priority should be given to candidates with proven experience in the field of sales and supplies and possessing a driving licence.
Roles and Responsibilities:	To be responsible to the Head of Supplies and Sales Division and report day-to-day operations.
Duties:	(1) To drive revenue by selling STC's brand/selective commodities to hotels and restaurants; (2) To maintain sales records and report to Management; (3) To communicate with suppliers and buyers; (4) To manage orders and invoices; (5) To monitor inventory levels; (6) To maintain accuracy in stock control and cash handling; (7) To assist in promotional activities and performing other duties as assigned and often requiring to work outside normal hours; (8) To monitor competitor activity, stay updated on product knowledge, provide regular sales forecasts and report to Management; (9) 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 Salesperson (Hotel Supplies) in the roles ascribed to him/her.