

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

Organisation: State Trading Corporation

Post: Salesperson

Qualifications:

1. A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principle of Accounts obtained at not more than two sittings;

Or

(b) Passes not below Grade C in at least five Subjects including English Language, French and Mathematics or Principal of Accounts obtained at not more than two sittings at the Cambridge General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject;

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

Or

Equivalent qualifications to A and B above acceptable to the Board.

Note: 1. Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

2. Qualification at A should have been obtained prior to qualification at B above.

2. Candidates should also have:

- (i) knowledge of products and competitor trends;
- (ii) an extrovert personality with a customer-focused attitude, good communication and interpersonal skills;
- (iii) be able to work in a team.

Priority should be given to candidates with a driving licence.

Roles and

Responsibilities: To be responsible to the Supplies and Sales Manager (Merchandising) and report day-to-day operations.

- Duties:**
- (1) To drive revenue by selling STC's brand/selective commodities to retailers and wholesalers including supermarkets and hypermarkets;
 - (2) To control a small Sub-Section of the Sales Team;
 - (3) To maintain sales records and report to Management;
 - (4) To communicate with suppliers and buyers;
 - (5) To manage orders and invoices;
 - (6) To monitor inventory levels;
 - (7) To maintain accuracy in stock control and cash handling;

- (8) To assist in promotional activities and performing other duties as assigned and often requiring to work outside normal hours;
- (9) To maintain detailed records of interactions, nurturing existing and new client relationships and ensure high customer satisfaction to foster repeat business (Customer Relationship Management);
- (10) To monitor competitor activity, stay updated on product knowledge, provide regular sales forecasts and report to Management;
- (11) To use ICT in the performance of his/her duties;
- (12) 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 in the roles ascribed to him/her.