

**Position Information**

Job Title:	<b>Territory Sales Manager</b>	Reporting To:	<b>Regional Sales Director</b>
Department:	<b>Commercial Planning Department</b>	Indirect Reporting Manager:	<b>Commercial Execution Manager Modern Trade – Peninsular Malaysia</b>
Date:	<b>June 2014</b>		

**Position Purpose / Context**

To achieve the sales, distribution and merchandising objectives for specified geographic areas modern and traditional trade through a team of Sales Team Leads. Liaising and working closely with distributors

**Key Duties / Responsibilities**

**Market Visits**

1. Visit & develop given set of selected Top outlets regularly

**Meeting Volume Targets**

1. In charge of the area's P&L, in this sense the Area Sales Manager must have control on his/her monthly achievement.
2. Collaborate with Regional Sales Director (RSD) and the Sales Team and must use this link to assure that the RSD is supplied with the most updated and relevant information's from the market and use this data as base in the decision make process.
3. Assuring that the company's strategies are properly cascaded down to the Sales Team through the Sales Executives (Team Leader) and properly implemented.
4. Clearly understand the company's strategy, cascade it down to the team and assure that the whole team is executing it.
5. Assuring that the Sales Team have the knowledge, motivation, equipments and other resources in order to make the implementation possible, if not it is the manager responsibility to negotiate with the General Sales Manager the required resources

**RED Action To Optimize RED Score**

1. Ensure team appreciate and cultivate a RED action culture in daily engagement with outlets
2. Ensure proper activation as per RED standards

**People Management**

1. Analyze his sales team and area performance, identify the opportunities and develop a plan to capture them.
2. Attend the morning meeting.
3. Identify the lowest and highest results and its reasons.
4. Execute the morning meeting following his previous planning - SCRIPT.
5. Approve the volume for his Team.
6. Check his agenda and plan the activities programmed for the day.
7. Assure that all activities planned for the day were properly executed.
8. The Monthly Incentive Target and the Trend

**Job Description**

**Reporting**

1. Submit standard reports as per specified frequency
2. Collect market information regularly for continuous improvement

**Stakeholder Management**

1. Build strong business relationships with customers by adding value to the customer's business
2. Develop a good understanding of the customer business and financials
3. Ensures all internal and external correspondence is in accordance with the Company requirements.
4. Maintains safe and healthy working environment by establishing, following and enforcing standards and procedures; complying with legal regulations.
5. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
6. Contributing to team effort by accomplishing related results as needed.

**Other Duties**

1. Exercise responsible and professional behavior at all times and positively representing the Company.
2. Ensure high standards of professional presentation and grooming.
3. Be flexible in your job function and perform any other reasonable duties and responsibilities which may be assigned to you, including redeployment to other department/areas if required, in order to meet business demands and guest service needs.
4. Respond to changes in the Commercial function as dictated by the industry and Company.

**Personal Competency Requirements**

**Core Competencies:**

- **Drives Innovative Business Improvements:** Develops new insights into solutions that result in organizational improvements
- **Balances Immediate and Long Term Priorities:** Seeks to meet critical objectives while considering the impact of those decisions and activities on the ability to achieve long-term goals.
- **Delivers Results:** Focuses on the critical few objectives that add the most value and channels own and others' energy to consistently deliver results that meet or exceed expectations
- **Imports and Exports Good Ideas:** Relentlessly seeks, shares and adopts ideas and best practices in and outside the Company and embraces change introduced by others.
- **Develops and Inspires Others:** Builds and maintains relationships that motivate, guide, and/or reinforce the performance of others toward goal accomplishments. Develops self and others to improve performance in current role and to prepare for future roles; seeks and provides feedback and coaching to enhance performance.

**Job Description**

**Functional Skills:**

- Team player and able to work with different level of people.

**Related Position Requirements/Qualifications**

**Education:** STPM/Diploma/Degree-A level pass

**Experience:** Min 4 years working experience as an Area Sales Manager, District Sales Manager or its equivalent

**Capability:**

- Good communication and analytical thinking skills
- Solid Leadership Ability to lead people
- Self-discipline and ability to build the discipline culture across the team
- Focus on results, self motivated and goal – oriented person
- Negotiation skills Training
- Capabilities (may need to train and coach Sales Team Leads, Sales Rep, etc)
- Customer handling
- Ability to communicate and work well with people
- Merchandising knowledge
- Added advantage for those with experience in FMCG companies at the similar job level
- Able to manage and supervise a team of Sales Team Leaders, Account Developers and Sales Merchandisers
- Proven track records in leading and managing distributors would be an added advantage
  - Team Player and good people management skill

**Language:** English / Bahasa Melayu

**Transport :** Process own transport

**Position Dimensions**

<b>Quantitative KPI's</b>	
<b>Organizational Impact: (level and nature of contacts within and outside the business)</b>	
<b>Licenses or Certificates</b>	
<b>Other Requirements</b>	

**Approvals:**

Position Holder

Direct Manager

**Name:**

**Name:**