

JOB PROFILE & CLASSIFICATION OF ROLE	
Job Title: Distributor Trade Operator (DTO)	Reports to: LeverEDGE System Support Analyst
Main Purpose	
To provide the Key Distributor (KD) Community with summarized and current data (basically sales related) to be used in making the most appropriate and strategic decisions for improved growth.	
Main Accountabilities	
<ul style="list-style-type: none"> - Responsible for the overall LeverEDGE system operations (sales, stock, outlets, Master Data) within the assigned KD. - Trains the KD sales team on all LeverEDGE updates and implements quality controls and standards to ensure quality data integrity within the KD. - Ability to extract data from multiple systems to boost customer productivity & Basic Reporting. - Employ customer service standards in managing all stakeholders within the KD. - Data extraction: Secondary sales, Outlets, Brand, Category and Division over certain periods e.g. monthly, quarterly, etc. - Prepares Sales team reports for the Field Sales Managers and other Unilever Managers for his or her KD. - Responsible for logging all system issues with the LeverEDGE System Support Analyst (Implementer) and ensure timely resolutions are given. - Learn sales operations and analytical skills to develop himself/herself for bigger responsibilities. 	
Critical success Factors for the Job	
Key Skills	Relevant Experience
Good understanding of computers system, Basic finance, and sales operations. Beginner knowledge on Microsoft Office (Excel, Access, Word) Good Analytical skills & knowledge of designing. Good communication skills, collaboration and interpersonal management.	Minimum OND in Business Admin, Computer Science or any other relevant field with at least 1year+ experience in Info Tech. and/or System Management.
Key Stakeholders	
Internal: KDSRs, KD Teams, LeverEDGE Support Analysts; Regional Analysts, Field Sales Managers in assigned KDs. External: Unilever Head office teams. <i>The nature of the contact is to collaborate and interface with relevant stakeholders to ensure a smooth operation of the KD in terms of information management.</i>	
Freedom to Act	
<i>The role-holder is accountable to the Unilever Sales Managers, Key Distributors, & LeverEDGE Support Analysts</i>	
Co-ordination	
<i>The role-holder is responsible for coordinating the work of the KDSRs and ensuring no Downtime in the Assigned KDs.</i>	