

### **Job Description**

<b>Job title</b>	C&I Sales Rep
<b>Reports to</b>	B2B Manager
<b>Department</b>	B2B
<b>Location</b>	Head Office

### **Job purpose**

To grow bulk sales volumes & margins for both white/black fuels for the Commercial & Industry segment in designated region within the set profitability and budgets.

### **Duties and responsibilities**

1. Meeting or exceeding sales goals (volumes, margins) and targets to accounts and tracking the performance.
2. Initiate, prepare and coordinate signing with legal and line manager, sales contracts/agreements after profitability check.
3. End to end tracking of commercial customer's orders from receipt to delivery by close coordination with customer care and operations.
4. Maintaining and managing clean TAR in region as per the company policy.
5. Managing and initiating Account opening process through vetting all new customer applications to determine initial credit terms and periodically review the same.
6. Coordinating appropriate and timely response to customer complaints and concerns to ensure maximum customer satisfaction.
7. Creating brand awareness in the commercial fuels sector.
8. Generating Leads and tracking conversion to sales.
9. Market intelligence to enable decision in product specifications, pricing schedules for quotes, promotions, and negotiations.
10. Maintaining Commercial & Industry Client Records
11. Visiting clients and potential clients to evaluate needs or promote products and services.
12. Participate in the Tendering Process.
13. Any other assignment from Management.

### **Qualifications**

1. Bachelor's degree in business, science or related field.
2. +2 yrs experience in sales.
3. Understanding of the sales process and dynamics.
4. A commitment to excellent customer service.
5. Excellent written and verbal communication skills.
6. Superb interpersonal skills, including the ability to quickly build rapport with both customers and suppliers.
7. Experience using computers for a variety of tasks.
8. Competency in Microsoft applications including Word, Excel, and Outlook.
9. Able to work comfortably in a fast-paced environment.



**Working conditions**

The job entails working both in office and a large portion of time will consist of travelling to the field to meet clients and prospective clients. Travel is nationwide.

**Physical requirements**

None required.

**Additional requirements**

N/A

**Direct reports**

None

Employee Name ..... Sign: .....  
Date: .....

Supervisor Name: ..... Sign: .....  
Date: .....