

## **JOB DESCRIPTIONS FOR MARKETING RECRUITMENTS**

### **GENERAL TRADE EXECUTIVE**

**N+1- GENERAL TRADE MANAGER**

**N+2- MARKETING MANAGER**

### **JOB DIMENSION**

1. The Office is responsible for the profitable development of the sale of petroleum products as required in the budgets. Manage existing and potential customers to meet sales and profit objectives.
2. Responsible for full compliance and application of the Group HSEQ policies and procedures with respect to GT Fuels supplied at all customer sites.

### **Main Responsibilities**

- Monthly business analysis to assess performance in relation to set objectives.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Responsible for prompt invoicing of consumers' and ensures timely collection of payments.
- To ensure equitable distribution of products through proper order planning and follow up.
- Carry out prompt and accurate reporting of periodic activities in customer's locations.
- To visit loading depots to ascertain products situation and products schedules.
- To prospect for and acquire potential customers.
- To submit monthly statement of accounts to customers and return signed copy to the office.
- To update the following reports when due:
  - Sales figures and collection details
  - Accounts reconciliation
  - Month end activity report
- Ensures monthly reconciliation between System figures and manual.

- Responsible for consumers' accounts upkeep and regular reconciliation of accounts.
- To visit every consumer at least once a week [twice a month for distant consumers] and write visit reports.
- To ensure that all policies aimed at sales improvement and target realization are observed.
- To ensure consumers' equipment on loan are functioning and well documented in our books.
- To ensure assignments are carried out in line with company sales procedures and safety standards.
- Achievement of financial targets [margins, credit days and financial ceilings]

### **Qualifications and Experience**

- Bachelors in engineering/Marketing or related qualification
- Minimum of 2 years B2B Sales Experience
- Must be able to demonstrate a high degree of integrity and ethical conduct.
- Must have a sound knowledge and capacity to use Microsoft Office Packages (Word, Power Point and Excel)
- Must possess a valid driving license.
- Must be articulate, analytical, customer oriented, self-motivated and a team player who can demonstrate boldness, the skill of listening and mutual support.
- Effective communication skills