

**POSITION DESCRIPTION**

<b>POSITION TITLE</b>	<b>DPI Sales Executive for the Furniture Business</b>
<b>POSITION LOCATED AT</b>	Subic Bay - Philippines
<b>REPORTING TO</b>	<b>DPI Business Development Manager</b>
<b>DIRECT REPORTS</b>	NA
<b>EMPLOYMENT CLASSIFICATION</b>	Full time
<b>POSITION OVERVIEW</b>	<p>We are looking for a passionate Sales Executive to join our Dunbrae Philippines' Sales team. The Sales Executive's responsibilities include generating leads, making sales calls, continuously updating our sales database, and meeting sales targets. The Sales Executive will be responsible for helping build up our business by identifying new business prospects and selling our products to them. Our Sales Executive is expected to maintain relationships with current clients and build and maintain relationships with new clients.</p>

**SPECIFIC OBJECTIVES**

1. Discover and pursue new sales prospects, negotiate deals and maintain customer satisfaction.
2. Identify business opportunities by identifying prospects and evaluating their position in the industry; research and analyse sales options.
3. Maintain relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
4. Identify product improvements or new products by remaining current on industry trends, market activities, and competitors.
5. Prepare reports by collecting, analysing, and summarizing information.
6. Maintain professional and technical knowledge by attending educational workshops; review professional publications; establish personal networks; benchmark state-of-the-art practices; participate in professional societies.
6. Perform ad hoc duties assigned by DPI Business Unit Managers including but not limited to lead generation through cold calling, email campaign and networking, generating pipeline report, liaising with other departments regarding order status/deliveries/ payments, product installations and demo, managing stocks, creating marketing collaterals, social media management, scheduling meetings, and organizing customer visits

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
Gather and share market information to DPI Business Unit Managers	
Achieve monthly sales target of set by the company	Sales Quota
Prepare and deliver appropriate presentations on products and services	
Ensure the availability of stock for sales and demonstrations	
Participate on behalf of the company in exhibitions or conferences	
Gather feedback from customers or prospects and share with internal teams	
Building and maintaining effective internal and external stakeholder relationships	Customer Feedback Surveys
Maintain open, effective and honest channels of communication at all levels across the business to facilitate best in class sharing. Work collaboratively with the other teams or members of the business	Management Performance
Embed a performance culture, framework, and review processes to achieve service levels and improvements against set targets. Ensures service targets, SLA's and KPI's are continually reviewed, and expectations are met with optimum levels of quality service delivery.	Service Level Achievements against set targets
Review available information and make suggestions, recommendations as to improvements across the business.	
Any other duties, consistent with the role, or duties as required from time to time by the Sales and Marketing Manager, Business Unit Managers, the President or other relevant department managers.	
Demonstrate a high level of professional and personal standards and conduct.	
Observe OH&S and company policies.	Pro-actively ensure up to date knowledge of and compliance with OH&S policies and procedures and participate in their further development by identifying risks

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
	and escalating them appropriately. Observe company policies

COMMUNICATION (regularly communicates with)
Customers, DPI BU Managers, Operations Team, Manufacturing Team, Finance, and other relevant internal departments

SKILLS AND EXPERIENCE	DESIRABLE	ESSENTIAL
<b>EDUCATION</b>		
Bachelor's Degree in Marketing/ Business Administration/Architecture/Interior Design/Engineering or any relevant degree		✓
Graduate Studies	✓	
<b>WORK EXPERIENCE</b>		
Minimum of 3 years of experience as sales officer in the Furniture or Construction Industry		✓
1-2 years B2B sales experience		✓
Good understanding of social media marketing		✓
<b>TECHNICAL KNOWLEDGE</b>		
Proficiency in MS Office.		✓
Can read and interpret Architectural & Engineering Plans/Layouts		✓
<b>LANGUAGE SKILLS</b>		
Strong written and verbal communication skills		✓

SKILLS, ABILITIES & COMPETENCIES, AND QUALITIES
Hardworking, energetic individual, Detail oriented, Problem Solver, Superior Customer Service skills, Think outside the box, Ability to multi-task and make good decisions, Ability to manage and motivate a team, Ability to work under pressure and balance the competing demands of several managers, Proactive approach, Excellent level of integrity, Trustworthy and target-oriented, Ability to work autonomously

JOB SPECIFICATION ACCEPTANCE		
<b>EXPLAINED BY:</b>		
Supervisor / Manager Name	Signature	Date
<b>ACCEPTED BY:</b>		
Employee Name	Signature	Date