

POSITION DESCRIPTION

POSITION TITLE	Dunbrae Food Service and Bakery Equipment Sales Executive
POSITION LOCATED AT	Subic Bay - Philippines
REPORTING TO	DPI Business Unit Manager
DIRECT REPORTS	NA
EMPLOYMENT CLASSIFICATION	Full time
POSITION OVERVIEW	<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. Achieve monthly sales target for food service and bakery equipment products
2. Hunt and develop new customers from the food service and bakery industry (example: restaurants, hotels, commissaries, large food chains, food manufacturing, etc.)
3. Maintain existing customers and develop relationships with key decision makers
4. Look for new opportunities to increase our sales to existing customers
5. Implement consultative selling strategy
6. Understand the market including customers' and competitors' activities and use the information to improve our market position
7. Participate in sourcing out suitable products to satisfy customer's requirements
8. Work closely with internal and external stakeholders to deliver satisfactory products and services to the customer

9. Generate new leads through different channels including cold-calling, participation in exhibitions, networking and social media marketing
10. Manage day-to-day sales activities including but not limited to cold calling, qualifying leads, maintaining customer accounts, responding to RFQs, managing orders and deliveries and other ad hoc activities requested by the BU Manager

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.	

MAIN ACCOUNTABILITIES	MEASUREMENT METHOD (KPI's)
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 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
EDUCATION		
Bachelor's Degree in Marketing or Business Administration or relevant degree		✓
WORK EXPERIENCE		
B2B sales experience		✓
Minimum 3 years of sales experience within food service and bakery equipment industry is highly desirable	✓	
Preferably with existing network within the targeted industries (restaurants, hotels, commissaries, large food chains, food manufacturing, etc.)	✓	
Possess good understanding of social media marketing		✓
Possess own transport or at least valid driver's license		✓
TECHNICAL KNOWLEDGE		
Proficient in MS Office applications		✓
LANGUAGE SKILLS		

Strong written and verbal communication skills		✓
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SKILLS, ABILITIES & COMPETENCIES, AND QUALITIES
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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
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JOB SPECIFICATION ACCEPTANCE

EXPLAINED BY:		
Supervisor / Manager Name	Signature	Date
ACCEPTED BY:		
Employee Name	Signature	Date