

■ **Job/ Position details**

- 1. Job Identification Number (JID): Sls-1405**
- 2. Job Grade (JG): (TBA)**
- 3. Job Level (JL): (TBA)**
- 4. Job Title (JT): Sales Manager, *UPSs/Power/Solar***
- 5. Reports to: Sales & Marketing Director with dotted line to President & CEO**
- 6. Company (Group Business Unit): MEET**
- 7. Location and/or Site: MEET Group**
- 8. Division/Directorate: Sales & Marketing**
- 9. Department: Sales**
- 10. Section: UPS/Power/Solar Sales**

I/1- Summary:

- Plans, manages and controls the achievement of the established MEET sales targets and objectives.
- Achieve and surpass budgeted sales targets based on agreed upon volumes and mix.
- Ensures and coordinates the availability of Materials for MEET's 3rd Party Customers and Services Providers/Operators both in Egypt and Overseas Markets.
- Supports business development activities focusing on growth in the market share, and exploitation of future opportunities.
- Oversees promotional materials and approaches, together with the S&M Director.

I/2-Principle Accountabilities:

1. Maintains good and fair relations with both local and overseas customers and suppliers to solve Business problems.
2. Identify, develop and implement, following the management approval, sales procedures which should secure the short and long term growth objectives of the business as expressed in MEET strategic business plans.
3. Maintain and develop the sales force structure, processes and systems to meet the needs of customers through the most economic deployment of available resources.
4. Helps developing an effective pricing strategy within to safeguard profit margins and to ensure an optimum commercial return.
5. Achieve and surpass budgeted sales targets based on agreed-upon business volumes and mix, to ensure that the revenue generated satisfies targeted objectives.
6. Achieves sales volumes and profit margins of the business against a background of high inflation, growing international competition and severe economical circumstances in the market.
7. Participate in the identification and development of new business opportunities and which support the on-going viability of the MEET as a leading Group.
8. Establish and maintain an effective sales information data base through which to develop and initiate plans to safeguard and satisfy MEET Sales & Marketing objectives.
9. Manage, train and develop a team of motivated and professional sales engineers and staff capable of meeting the work load of the Department.
10. Contribute to the on-going direction of the business as a member of the management team, thereby ensuring that the policies and practices adopted secure MEET objectives.

Job Description

11. Maintains and develops the sales methodologies and approaches to reflect customer needs and market pressures for self and subordinates.
 12. Maintains up-to-date customer and competitor data base, which provides essential reference material to the Sales and Marketing Division, Management and appropriate direction of the business.
 13. Participates actively in the tendering activities carried-out by MEET.
 14. Participates in the formulation of MEET Sales and Marketing policies and procedures and sustain and promote MEET growth and profitability.
 15. Ensure adherence and commit to environment, safety policy, procedures and TQM Systems and Guidelines.
 16. Ensure that the policies of the Company are fully known and understood by all sales engineers, assist and instruct representatives in regard to these matters.
 17. Periodically train and instruct all sales team on sales techniques to develop and improve detailing and selling approaches.
 18. Maintain morale and motivation of the sales team through personal supervision and recommending recognition of achievements.
 19. Set up sales team itineraries and accounts, check route, assign sales engineers to handle exhibits and other sales activities and opportunities.
 20. Performs other tasks as assigned his superiors.
-

1. Knowledge:

1. B.Sc. Engineering (Electrical/Power) or equivalent.
 2. Specialized Academic Certificate is an asset.
 3. Additional Professional Certification and Accreditations are essential.
 4. Demonstrates excellent IT knowledge skills and talents.
 5. Displays team spirit skills.
 6. Displays very good analytical skills.
 7. Displays effective verbal, presentation and communications skills.
 8. Retains a minimum of **FIVE** years of previous experience in the same position.
 9. Demonstrates proven ability to direct and co-ordinate a broad range of sales activities and sales professionals.
-

2. Complexity and Judgment

- a. The position demands a broader experience and deep sales and marketing background/expertise.
 - b. The position demands retaining a competing professional knowledge in his field; gained through continual practices and field experience.
 - c. Works effectively under stressful condition.
 - d. Works extended hours to meet work deadline requirements.
 - e. Ability and willingness to work cooperatively in a team environment with others internally and externally in the course of daily activities.
-

3. Responsibility

A. Freedom to Act

1. The incumbent is authorized to make decisions which fall within his boundaries according to the established MEET delegation of authority policy, budget, and to organized available resources to meet key business priorities.
 2. Works under the guidance and overall direction of the President & CEO and Sales and Marketing Division Director.
-

3/A- Laws, policies and procedures governing the job boundaries.

Job Description

1. Technical and professional specialized sales and marketing techniques and methodologies.
2. MEET established policies and procedures.
3. Professional knowledge and expertise of tendering local and overseas laws and legislations.

3/A/2/1	Conducts job-related studies and researches on: As might be requested and assigned to him by his superiors.	Yes
3/A/2/2	Analysis and evaluates job-related studies and researches on: As might be requested and assigned to him by his superiors.	Yes

B. Scope/Span

- Scope of work includes sales and marketing activities of UPS/Solar/Power Systems throughout the Country.
- Participation in the tendering activities launched by MEET.

4. Supervision Exercised

4/2- Supervision Exercised OVER the “Job Holder”

4/2/1 Immediate supervisor **FUNCTIONALLY** and **CONCEPTUALLY** oversees the performance of the job incumbent.

4/3- Jobs directly reporting to the “Job Holder”

Sr. No.	Job Title	Number of Job Holders
4/3/1	Sales Engineers	TWO

4/4- Supervision Exercised BY the “Job Holder”

4/4/1 Only **FUNCTIONALLY** oversees the job of his subordinates.

5. Interpersonal and Communication Skills

- 1) Frequent time spent working with President & CEO, Sales & Marketing Director, and management colleagues in the day-to-day management of the business.
- 2) Local and Regional business relationships and links are maintained on a mutual business basis.
- 3) Systems development and computerized information and facilities are maintained to support business development.
- 4) Outside the Company, the incumbent maintains contact with the Private, Public Sector and Government Officials and Committees; leaders, consultants, professionals and agencies.
- 5) The successful Introduction of new business opportunities, providing adequate returns for the Company.
- 6) Developing an approach which is appropriate to the long term selling needs of the business.

5/1- Job holder’s External Communications-e.g.:-

5/1/1 Private, Public Sector and Government Officials and Committees; leaders, consultants, professionals and agencies. YES

5/2- Job holder’s Internal/External Communications objectives e.g.:-

5/2/1	Secure approval	YES
5/2/2	Obtain information	YES
5/2/3	Explain to maintain cooperation and support	YES
5/2/4	Committee membership	YES
5/2/5	Presentations and Demonstrations	YES
5/2/6	Represent Company/Department	YES

Job Description

5/2/7 Others: As may be assigned to him by his superior.

6. Manual / Motor Skills

6/1- Machines and equipments used by the job holder to get the job done.

1. Personal Computers
2. ERP Systems
3. Mobile Phone

6/2- Hazardous that represents a threat to the job holder while getting the job done.

- Nil

7. Visual Concentration

- The job requires continues requirement for close visual concentration that may exceed 80% of the job incumbent's working day.

7/1- Machines and equipments used by the job holder to get the job done.

1. Personal Computers
2. ERP Systems
3. Mobile Phone

7/2- Hazardous that represents a threat to the job holder while getting the job done.

- None

8. Physical Effort

- Moderate physical effort required.

9. Work Environment

A. *Working Conditions*

- Normal air conditioned fully equipped office.
- Might be exposed to unpleasant weather while paying field visits, meetings and preparing for presentations.

B. *Overnight Travel*

- The job might require some travelling within and/or outside country boundaries.