

We are HIRING!

Distribution Sales Officer

Primary Sales

Job Summary

The position of Distribution Sales Officer would be to support in the activities for all Distribution Sales channels. The main scope of work would fall on the operational side of Distribution Sales Unit but may also contribute on the development of these channels, whenever necessary.

These channels are primarily, but not limited to third party physical and digital distribution. Operational activities include statistics reports, administrative work, systems work and more. Additionally, contracts, agreements, and vendor management work will also be part of the complete job scope.

Requirements

- At least HND in Business-related field or
- Lower qualification with minimum of 5 years working experience in sales and merchant acquisition.
- High Proficiency in using Microsoft Word, Excel and PowerPoint for reporting.
- Good verbal and written communication.
- Strong teamwork and good vendor management.
- Strong analytical and reporting skills.

Key Accountabilities

- To produce weekly report and statistics for Distribution Sales performance and activities.
- To ensure that the target is met via activities, action plans or strategies.
- To ensure compliance to procedures and SOP is practice and maintained.
- To monitor and keep track of acquisition process and ensure there is no delay occurred.
- To produce evaluation report with in-depth analysis for every Distribution Sales Promotions or Campaign.
- To initiate or encourage potential resellers for business collaboration and expansion.
- To produce minutes of meeting for all engagement with external holders and keep track of action items agreed.
- To ensure that the distribution sales activities are going as planned to meet the company's target.
- To build and develop meaningful relationship with distributors, resellers and other partnership companies.
- To expand 3rd party physical and digital distribution channels.
- To support line supervisor/ manager to manage reseller/ distributor needs on an ongoing basis and develop partner engagement activities such as marketing campaigns and sales alignment in line with both parties' objectives.
- To accomplish assigned goals through rapport built with cross-functional teams internally and externally, and through collaborations with strategic business partners.
- To conduct regular reviews and relevant stakeholders and report out on results for any promotion or campaign.
- To conduct regular site visits to conduct surveys and quality checks and also performance review, ensuring sales performance are align and on-track to achieve corporate KPI targets.
- To increase brand awareness by ensuring that all distribution points are equipped or supplied with Point of Sales materials, supported by marketing.

Curriculum Vitae must be submitted via:

email at recruitment@imagine.com.bn no later than **Monday, 30th January 2023**.

Only shortlisted candidate will be notified.