

## JOB DESCRIPTION

<b>Company</b>		Spar Albania.
<b>Position:</b>		B2B & Horeca Sales Manager
<b>Department:</b>		Operational Department
<b>Location:</b>		Tirana East Gate (TEG)
<b>Reporting to:</b>		Operational Manager
<b>Duties and responsibilities :</b>		<p><b>Basic function and scope of responsibilities:</b></p> <ul style="list-style-type: none"> <li>B2B &amp; Horeca Sales Manager will be primarily responsible for attracting new business clients. This is an exciting opportunity for a motivated individual that strives to make a difference.</li> </ul> <p><b>Principal responsibilities:</b></p> <ul style="list-style-type: none"> <li>Actively approach targeted business clients (telephone, email, social networks, events, etc.)</li> <li>Search for new client leads.</li> <li>Manage relationships with existing customers.</li> <li>Demonstrated ability to maintain high level of enthusiasm and motivation.</li> <li>May also be required to deal with human resources, marketing, logistics, information technology, customer service and finance;</li> <li>Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions;</li> <li>Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;</li> <li>Maintains operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures;</li> <li>Contributes to team effort by accomplishing related results as needed.</li> </ul>
<b>Requirements:</b>	<b>Education:</b>	Business or marketing can help.
	<b>Working experience:</b>	2-3 years in retail business.
	<b>Additional qualification:</b>	Good command of Microsoft Office Package (excel, Word, Power point).
	<b>Personal and organizational skills:</b>	<ul style="list-style-type: none"> <li>The ability to lead and motivate a team;</li> <li>Excellent communication and 'people' skills;</li> <li>A strong commitment to customer service;</li> <li>The ability to work under pressure and handle challenging situations;</li> <li>Confidence, drive and enthusiasm;</li> <li>Decision-making ability and a sense of responsibility;</li> <li>The ability to understand and analyze sales figures;</li> </ul>
<b>Work conditions</b>	<b>Performance evaluation</b>	From Operational Director and HR Director, based on the job performance and achievement of objectives.



Nr.

Miratoi

Përgatiti

Datë

	<b>Salary:</b>	Based on job qualification and experience.
<b>Proposed by:</b>		Human Resources Departament
<b>Approved by:</b>		CEO
<b>Accepted by:</b>		
<b>Signing date:</b>		