

JOB DESCRIPTION

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

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