

ROLE PROFILE 职责介绍

Job Title	Sales Supervisor 销售主管
Business Unit	WG&S China WG&S 中国
Function/Region	Commercial/Sales 销售部
Location	Xiamen 厦门
Leader	Assistant Area Sales Manager 地区助理销售经理
People Leadership	N/A
Job Level	5
Role Purpose 职能目标 Plan, execute & evaluate WG&S growth drivers with retailing customers based on shopper insight, customer needs and guideline of commercial excellence program in order to deliver the company annual budget target, strategy & vision 根据对顾客的市场调查、了解客户需求和制定商业计划，从而计划、执行和评估 WG&S 对于零售客户的增长驱动力，以实现公司的年度预算目标、战略和愿景。	
Accountabilities 职责描述 <ul style="list-style-type: none"> Plan weekly call visits to maintain relationship with local distributors and outlets, manage brand development & growth of WG&S Brands in the area 每周定期拜访，以维护与当地经销商和经销商的关系，管理 WG&S 品牌在区域内的品牌发展和增长 Ensure WG&S brands have the correct exposure compared to competing categories 确保 WG&S 品牌相对于竞品在市场中正确及足够的曝光率 Ensure that pricing of WG&S brands is consistent with brand guidelines within the China market 确保 WG&S 品牌在中国市场的定价与品牌指导方针保持一致 Execute and evaluate regional promotional programs at outlet level, to required level of impact and effectiveness within set timing and budgets 在指定的时间和预算范围内，执行和评估区域促销计划，以便达到有效性并控制在预算范围内 Monitor and evaluate operational plans and take corrective action as required 监控和评估运营计划，并根据实际需求落实相应的举措 Collect competitors' information constantly and keep track of industry / market trends 持续地收集竞争对手的信息，跟踪行业/市场趋势 Update and maintain all data and information systems 更新和维护所有数据和信息系统 Effectively and efficiently manage business budgets, and expenses incurred in line with company guidelines 根据公司的指导方针，有效地管理业务预算和支出 Provide bespoke opportunities/proposals to drive new opportunities in the on-trade 提供有针对性的机会/建议，在 on-trade 渠道上提供新的贸易机会 Develop and maintain positive and constructive relationships with all relevant internal and external stake holders 与所有相关的内部和外部利益相关者建立和维护积极和建设性的关系 Complete and submit all reporting / expenses and other paperwork requirements in a timely manner 	

及时完成并提交所有报告/费用和其他文件要求

Values



BE PROUD

We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE

We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE

We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL

We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL

We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM

We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies: 核心能力

Deciding & Initiating Action 抉择和主观能动性

- Makes prompt, clear decisions which may involve tough choices or considered risks
在可能涉及艰难选择或考虑到风险的情况下，做出迅速、清晰的决定
- Takes responsibility for actions, projects and people
对行动、项目和人员负责
- Takes initiative and acts with confidence
积极主动，自信行事
- Initiates and generates activity
发起并主导行动

Persuading & Influencing 说服和影响力

- Makes a strong personal impression on others
给别人留下深刻的个人印象
- Gains clear agreement and commitment from others by persuading, convincing and negotiating

Leading & Supervising 领导和主管能力

- Provides others with a clear direction
为他人提供明确的方向
- Sets appropriate standards of behaviour
设定适当的行为标准
- Delegates work appropriately and fairly
有效而公平地分配工作
- Motivates and empowers others
激励并授权他人工作
- Provides staff with development opportunities and coaching
为员工提供发展机会和指导
- Recruits staff of a high calibre
招聘高素质的员工

Delivering Results & Meeting Customer Expectations 交付成果及满足客户期望

- Focuses on customer needs and satisfaction
关注客户需求和满意度
- Sets high standards for quality and quantity
对质量和数量设定高标准

<p>通过说服、说服和谈判获得他人的明确同意和承诺</p> <ul style="list-style-type: none"> • Promotes ideas on behalf of self or others 能代表自己或他人推广想法 • Makes effective use of political processes to influence and persuade others 有效利用政治进程影响和说服他人 	<ul style="list-style-type: none"> • Monitors and maintains quality and productivity 管控和保持质量和生产力 • Works in a systematic, methodical and orderly way 有系统、有条理、有秩序地开展工作 • Consistently achieves project goals. 持续地达成项目设定的目标
<p>Applying Expertise & Technology 专业技术要求</p> <ul style="list-style-type: none"> • Applies specialist and detailed technical expertise 应用专业和详细的技术专长 • Develops job knowledge and expertise through continual professional development 通过持续的专业水平提升来发展工作知识和专业技能 • Shares expertise and knowledge with others 与他人分享专业知识 • Uses technology to achieve work objectives 利用现代科学技术实现工作目标 • Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity 展示适当的身体协调和耐力, 手工技能, 空间意识和灵活性 • Demonstrates an understanding of different organisational departments and functions 展示对不同组织部门和职能的理解 	<p>Coping with Pressures & Setbacks 抗压能力</p> <ul style="list-style-type: none"> • Works productively in a pressurised environment 在高压环境下高效工作 • Keeps emotions under control during difficult situations 在困难的情况下控制情绪 • Balances the demands of a work life and a personal life. 平衡工作生活和个人生活的需求 • Maintains a positive outlook at work. 在工作中保持积极的态度 • Handles criticism well and learns from it. 能应对批评并从中学到怎样改善
<p>Skills and Qualifications: 技能和资格:</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Proven track record within a sales capacity, ideally within Liquor 在销售能力方面有好的业绩记录, 最好是酒类方面 • Experience in the FMCG selling environment is preferred. 有快消产品销售经验者优先 • Strong negotiation and communication skills 具备较强的谈判和沟通技巧 • IT Skills (Excel/PowerPoint/Word) 信息技术能力 • Numerate 有数字敏感度 • Above average presentation skills written and verbal 高于平均水平的书面和口头表达能力 • Strong relationship building skills 良好的人际关系建立能力 	

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