

## ROLE PROFILE

<b>Job Title</b>	<b>Sales Supervisor</b>
<b>Business Unit</b>	<b>ODC BU – WG&amp;S China</b>
<b>Function/Region</b>	<b>Commercial/Sales</b>
<b>Location</b>	<b>China</b>
<b>Leader</b>	<b>Assistant Area Sales Manager</b>
<b>People Leadership</b>	<b>N/A</b>
<b>Job Level</b>	<b>5</b>
<b>Role Purpose</b>  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.	
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>• Plan weekly call visits to maintain relationship with local distributors and outlets, manage brand development &amp; growth of WG&amp;S Brands in the area</li> <li>• Ensure WG&amp;S brands have the correct exposure compared to competing categories</li> <li>• Ensure that pricing of WG&amp;S brands is consistent with brand guidelines within the China market</li> <li>• Execute and evaluate regional promotional programs at outlet level, to required level of impact and effectiveness within set timing and budgets</li> <li>• Monitor and evaluate operational plans and take corrective action as required</li> <li>• Collect competitors' information constantly and keep track of industry / market trends</li> <li>• Update and maintain all data and information systems</li> <li>• Effectively and efficiently manage business budgets, and expenses incurred in line with company guidelines</li> <li>• Provide bespoke opportunities/proposals to drive new opportunities in the on-trade</li> <li>• Develop and maintain positive and constructive relationships with all relevant internal and external stake holders</li> <li>• Complete and submit all reporting / expenses and other paperwork requirements in a timely manner</li> </ul>	
<b>Values</b>	



**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:

<b>Deciding &amp; Initiating Action</b> <ul style="list-style-type: none"> <li>Makes prompt, clear decisions which may involve tough choices or considered risks</li> <li>Takes responsibility for actions, projects and people</li> <li>Takes initiative and acts with confidence</li> <li>Initiates and generates activity</li> </ul>	<b>Leading &amp; Supervising</b> <ul style="list-style-type: none"> <li>Provides others with a clear direction</li> <li>Sets appropriate standards of behaviour</li> <li>Delegates work appropriately and fairly</li> <li>Motivates and empowers others</li> <li>Provides staff with development opportunities and coaching</li> <li>Recruits staff of a high calibre</li> </ul>
<b>Persuading &amp; Influencing</b> <ul style="list-style-type: none"> <li>Makes a strong personal impression on others</li> <li>Gains clear agreement and commitment from others by persuading, convincing and negotiating</li> <li>Promotes ideas on behalf of self or others</li> <li>Makes effective use of political processes to influence and persuade others</li> </ul>	<b>Delivering Results &amp; Meeting Customer Expectations</b> <ul style="list-style-type: none"> <li>Focuses on customer needs and satisfaction</li> <li>Sets high standards for quality and quantity</li> <li>Monitors and maintains quality and productivity</li> <li>Works in a systematic, methodical and orderly way</li> <li>Consistently achieves project goals.</li> </ul>
<b>Applying Expertise &amp; Technology</b> <ul style="list-style-type: none"> <li>Applies specialist and detailed technical expertise</li> <li>Develops job knowledge and expertise through continual professional development</li> <li>Shares expertise and knowledge with others</li> <li>Uses technology to achieve work objectives</li> <li>Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity</li> <li>Demonstrates an understanding of different organisational departments and functions</li> </ul>	<b>Coping with Pressures &amp; Setbacks</b> <ul style="list-style-type: none"> <li>Works productively in a pressurised environment</li> <li>Keeps emotions under control during difficult situations</li> <li>Balances the demands of a work life and a personal life.</li> <li>Maintains a positive outlook at work.</li> <li>Handles criticism well and learns from it.</li> </ul>

**Skills and Qualifications:**Desirable:

- Proven track record within a sales capacity, ideally within Liquor
- Experience in the FMCG selling environment is preferred.
- Strong negotiation and communication skills
- IT Skills (excel/PowerPoint/word)
- Numerate
- Above average presentation skills written and verbal
- Strong relationship building skills

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