



POSITION DESCRIPTION

POSITION TITLE : Country Sales Manager/K3008

DEPARTMENT : Sales

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Regional Sales Manager

POSITIONS SUPERVISED : 0-8

POSITION PURPOSE

To ensure an efficient and effective operation of a country within the Group. Actively contributes to development of business initiatives relevant to brand projects.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Maximizing Sales and Profitability
 - Drives and delivers sales performance of assigned stores. Manages sales objectives and operational costs, in line with agreed business plan.
 - Implements processes which clearly communicate personal responsibility at all levels for achievement of weekly/monthly sales targets.
 - Ensures that brand the brands range profile, allocation, depth and width are set to the correct level.
 - Determines and implements options to correct sales underperformance or to exploit sales opportunities.
- Visual Merchandising
 - Drives highest possible standards of in-store visual impact.
 - Ensures brand/layout guidelines are being correctly followed to deliver brand values and ensure corporate 'handwriting' is evident.
 - Drives sales floor presentation and housekeeping/recovery principles to the highest standard by regular walk through and corrective action/coaching.
- People Development
 - Holds regular store manager meetings.
 - Ensure selection and development of productive and high performing store employees to meet store staffing requirements through close liaison and co-planning with HR function.
 - Implements measureable appraisal process through effective use of PE Passport.
 - Develops and implements training to maximize sales potential in conjunction with HR.
 - Deploys and plans promotion of staff relative to individual strengths to maximize business plan delivery.
- Loss Prevention
 - To establish systems and procedures that help protect the company's assets in the market.
 - Encourages the team to have a positive attitude about the company, and there buy in to protect the company's assets at all time.
 - To understand the company standard operating policy and procedures ensuring implementation at all times.
 - To review stores on visits, to assess the risk and make recommendations of action to improve.
- Data Accuracy and Financial Reporting
 - Ensure stores are following all procedures in respects of administration, financial accounting and stock accuracy.
 - Coordinate with relevant departments to resolve issues, make suggestions to improve the operating standards for the future.
 - Works closely with managers on stock accuracy ensuring that all cycle counts are completed in an accurate and timely manner, and that the result are investigated with an action plan develop.
- Expense Control



- To have a full understanding of the effect of costs on the bottom line, and have a challenging mind that does not just accept. Must show the ability to look at all operating procedures and styles and process in order to demonstrate good controls
- S & D Controls
 - To work closely between Sales / merchandising and Distribution to ensure that deliveries are at the right frequency for the business needs and that they are to the required standards.
 - Must have a good knowledge of the shipping requirements for from supplier, and be able to hold conversations internally to ensure all shipment dates are met.
- Government Relations
 - To actively work through our legal team, to ensure that all KOJ / Brand legal requirements are met.
- Business Development
 - Identifies and delivers initiatives to enhance business/ increase and improve sales.
 - Keeps abreast of competitor activity and feeds back to senior management.
 - Actively seeks out all new opportunities for the brand, whether it is product, location or supplier in conjunction with team.

PERSONAL CHARACTERISTICS:

- Achievement Oriented
- Team building and leadership skills
- Empathetic

PERFORMANCE MEASUREMENTS

- Store Sales
- Employee Turnover
- Stock Accuracy
- Mystery Shop results
- Profitability

QUALIFICATIONS\REQUIREMENTS:

- Minimum 5 years in retail management. With at least 12mths in a General Management background
- Impeccable English –spoken and written
- Proficient with writing reports, business correspondence and procedure manuals

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Drive for Results - 3
- Customer Focus - 3
- Integrity and Trust - 3
- Team Work - 3
- Problem Solving - 3
- Priority Setting & Time Management - 3
- Developing Others - 3
- Valuing Diversity - 3

Department Head:

Employee: