

Job Description

Job Title:	Sales Executive		
Business Unit/ Entity:	Maritime Operations		
Department:	Logistics	Section:	Logistics - Dubai
Location:	Jebel Ali - Dubai 5		
Job Grade/ Level:	P2	Date JD Completed:	16-Jul-2017

Job Objective

To represent all Milaha Logistics' services & products to potential customers gaining new business enquiries and converting these into confirmed contracts.

Reporting Relationships

Upward Reporting Relationship

Manager - Dubai Logistics Operations

Downward Reporting Relationship

None

Communication

Internal Communication	Purpose
Legal Department PEX Warehouse, Freight Forwarding, Contract Logistics & ILT	New contracts review Process improvement Operational Coordination and Business Development. Conversion of enquires to contracts. Coordination of targets and methods to achieve them
External Communication	Purpose
Clients (governmental and non- governmental	Business development & Operational performance. Conversion of sales to operational plans

Key Roles & Responsibilities

- Liaison with Logistics sub unit leaders to explore sales leads
- Carry out sales activities with a focus on increased revenue and profit margins.
- Identify new revenue streams and business opportunities including preparation of business case for capital expenditure.
- Execute all sales leads, sales enquiries and ensure all targets are met or exceeded.
- Respond to all sales enquiries within 24 hours, to client, either domestic or international.
- Partake in weekly meetings with all Logistics sub unit leaders.
- Utilize Oracle EBMS for all Freight Forwarding sales activities.
- Provide weekly update on sales activities to VP - Logistics
- Ensure familiarity with all Logistics activities being offered by Milaha and prepare presentations to deliver to potential customers.
- Ensure the maximum profitability of each new contract in line with agreed service levels and contractual obligations.
- Be aware of changes in the market, shippers' schedules, competitors' activities and general market intelligence.
- Development and Management of Standard Operating Procedures.
- Be aware of market trends through market research and customer client visits.
- Manage all customer service levels to ensure customer satisfaction.
- Perform other job-related duties as assigned.
- Follow specified systems, processes and procedures, implemented in the workplace, to ensure compliance with legal, regulatory, and other requirements/standards
- Work safely at all times, protecting the health and safety of everyone in the workplace

Qualification/Experiences/Skills

Dimension	Minimum requirements
Education & Professional Qualification	<ul style="list-style-type: none"> ☐ Bachelor's Degree ☐ Good academic background with strong analytic and mathematic skills
Professional Experience	<ul style="list-style-type: none"> ☐ Proven Sales background in the 3PL/Logistics industry. ☐ Minimum of 5 – 8 Years' experience in a similar role.
Geographic Experience	Understanding of Sales & Operations Planning activities.
Computer Skills	<ul style="list-style-type: none"> ☐ MS Office skills (Outlook, EXCEL, PowerPoint). ☐ Exposure and knowledge of Freight IT systems / tools to enable business improvements.

Language Skills	<input type="checkbox"/> Fluent in English, both written and spoken. <input type="checkbox"/> Other languages advantageous. <input type="checkbox"/> Presentation skills
Market/Industry/Functional Knowledge	<input type="checkbox"/> Strong knowledge of the Qatar logistics market. <input type="checkbox"/> Strong knowledge of local and regional customs procedure and legislation. <input type="checkbox"/> Understand and be able to exploit customer opportunities within and outside of Qatar.

Approved by

Signature, (First Line Manager)

Date

Signature, (Department Head)

Date

Acknowledged by

Signature, (Incumbent)

Date

Received by

Signature, (Human Resources)

Date