

### Job Description

<b>Job Title:</b>	<b>Sales Executive</b>		
<b>Business Unit/ Entity:</b>	Maritime Operations		
<b>Department:</b>	Logistics	<b>Section:</b>	Logistics - Dubai
<b>Location:</b>	Jebel Ali - Dubai 5		
<b>Job Grade/ Level:</b>	P2	<b>Date JD Completed:</b>	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"> <li>□ Bachelor's Degree</li> <li>□ Good academic background with strong analytic and mathematic skills</li> </ul>
Professional Experience	<ul style="list-style-type: none"> <li>□ Proven Sales background in the 3PL/Logistics industry.</li> <li>□ Minimum of 5 – 8 Years' experience in a similar role.</li> </ul>
Geographic Experience	Understanding of Sales & Operations Planning activities.
Computer Skills	<ul style="list-style-type: none"> <li>□ MS Office skills (Outlook, EXCEL, PowerPoint).</li> <li>□ Exposure and knowledge of Freight IT systems / tools to enable business improvements.</li> </ul>

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**

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**Signature,** (First Line Manager)

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**Date**

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**Signature,** (Department Head)

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**Date****Acknowledged by**

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**Signature,** (Incumbent)

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**Date****Received by**

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**Signature,** (Human Resources)

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**Date**