



POSITION DESCRIPTION

Position Title: **Vendor Sales Representative**

Role Status: Full Time / Non Exempt

Location: Nu'uuli, Am. Samoa

Reports to: Sales Manager

Business Unit: Sales

Date: September 2021

Position Summary:

Responsible for establishing, coordinating, monitoring and developing the Company's working relationship with Stores/Vendors to achieve Distribution & Revenue Sales targets

Key Accountabilities and Results Areas (to be reviewed with Manager)

Major Responsibilities

- Responsible to manage daily activities relevant to vendors and customers to attain revenue targets set out by management.
- Responsible to effectively manage daily route in a timely manner with efficiencies and constant improvement relative to revenue growth and target attainment.
- Responsible to utilize standard reporting to optimize sales activity daily, understand market trends and vendor service requirements.
- Responsible for vendor branding and up to date promotional information as required be distributing and updating in a timely manner.
- Responsible to meet or exceed sales target set forth for e-charge/phone card sales, products and services set out by management.
- Conduct daily/weekly regular visits to stores and vendors collect E-Charge payments, promote services and sign-up vendors with Bluesky products and services.
- Maintain constant communication with vendors and stores to ensure they are well serviced and merchandized with all Bluesky products and services.
- Establish new vendors/stores within assigned territory and follow up to ensure these vendors become long standing customers of Bluesky.
- Responsible to deal with any distribution complaints and service issues including dissatisfaction of any stores or customers with our products or services.
- Review and recommend e-charge distribution methods and procedures to expedite orders and to utilize resources more efficiently with Sales Manager.
- Responsible to report market trends relative to market movement and changes discuss with Sales Manager and work with marketing department to implement effective sales campaigns and promotions developed by Marketing specific for target vendor market and customer.
- Responsible to monitor and report any competitor activities subsequent to market trends, changes and promotions.
- Maintain company vehicle and records in accordance with company policies with special emphasis on cash handling and vehicle policies.
- Responsible to be accountable at cash handling and end of day processes and procedure. At all times secure cash/checks/ coins safely as the property of Bluesky Communications and will conduct him/herself with the highest integrity relative to Bluesky expectations and company policy and procedures.

Key Stakeholder Relationships

Internal Stakeholders:	<ul style="list-style-type: none">• Management Team• Commercial Team: Sales, Customer Service, Retail Sales and Marketing• Finance Team• BSS Team
External Stakeholders:	<ul style="list-style-type: none">• Vendors• Store owners



	<ul style="list-style-type: none"> Members of the community
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Key Requirements and Competencies

<p>Qualifications/ Experience:</p>	<ul style="list-style-type: none"> Associates Degree in Business Administration or related field or high school diploma and have the years of required experience Two years' experience in retail distribution, sales or customer service environment
<p>Knowledge/ Skills /Ability:</p>	<ul style="list-style-type: none"> Must be honest in handling cash and stock Excellent communication (English and Samoan) and customer service skills Goal oriented, self motivated and ability to work well independently Flexible to work varying shifts as needed (after hours and weekend rotations) Highly motivated and has the desire to sell Demonstrated ability to achieve targets Possess valid driver's license Must have clean driving & police record Ability to maintain and develop working relationships with vendors and store owners Proficient PC skills Ability to effectively communicate product features to vendors
<p>Organisational Competencies:</p>	<p>Customer Service – Treats all customers courteously; is responsive to customer requests and elicits feedback from them to monitor their satisfaction; considers both the short and long-term interests of the customer in making service decisions; proactively identifies customer needs and takes responsibility for resolving customer complaints in a timely manner.</p> <p>Learning Agility - Demonstrates a personal learning orientation; seeks and constructively uses feedback to build on strengths and manage weaknesses; is curious and shares learning, and in doing so creates an expectation in others to seek and learn from experiences.</p> <p>Building Collaborative Relationships - Exhibits an ability to cooperate and collaborate with colleagues across Bluesky to achieve shared goals; develops and maintains a range of internal and external networks to meet organisational objectives; looks for opportunities to support colleagues.</p> <p>Self Management - Sets personal goals in line with business unit plans; takes responsibility for prioritising own work; looks for opportunities to improve performance; is passionate about achieving results.</p> <p>Continuous Improvement – Looks for opportunities to apply continuous improvement practices / principles in their work area; responds to suggestions from others; applies new learning so as to improve individual and team performance.</p>

Compliance

<p>Business Compliance:</p>	<p>Ensure a sound understanding and:</p> <ul style="list-style-type: none"> Demonstrate commitment to and comply with all legislation and Bluesky policy relevant to the role and all activities undertaken in the role Ethical performance in an effort to maintain a high standard of conduct expected and deserved by our customers and to enable the Company to continue to offer its services and comply with our Bluesky Code of Ethics and Conduct.
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<p>Health and Safety:</p>	<ul style="list-style-type: none"> • Undertake all work in a safe manner and follow all company and workplace health and safety procedures • Identify new hazards and advise manager or workplace Health and Safety representative/coordinator within 24 hours of identification. • Accurately report incidents and accidents to manager or workplace Health and Safety representative/coordinator as soon as possible.

Vision, Values, Purpose & Our Way

Our Vision	Our Purpose	The Bluesky Way	Our Values
<p>To be the most recognised and preferred company for connecting our Pacific communities around the world.</p>	<p>We apply technology and service excellence to advance and improve the lives of our customers</p>	<p>We take ownership and always do our best for customers.</p> <p>We respect and support each other.</p>	<ul style="list-style-type: none"> • Customer first • Team work • Integrity • Passion • Positive attitude and smile!