

Manager - Marketing Management

Job Title	Manager		
Division	Sales and Marketing Division		
Department	Marketing Department		
Section	Marketing Management		
Location	Head Office	Direct Reports	
Reports To	Sales & Marketing Director	Version Number	1
External Relations		Guide Number	7132
Internal Relations	All departments	Job Code	

Basic Function

Assist to grow sales by implementation of successful internal and external marketing programs and profitability. Maximizing the productivity, efficiency, and effectiveness of the Marketing Department. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Proactively supporting the Sales Department, and work closely with established partners in growing existing accounts.
- Ensure that requests are accurate and well thought through, follow budget, and executed in a timely manner.
- Creating and proofing marketing materials in conjunction with all accounts.
- Develop, execute, and maintain promotions and incentive.
- Ensure that marketing department expenses are within budget
- Defining criteria of marketing programs and activities pursuant to sale channels on monthly basis.
- Company Image
- New Products & Service
- Developing merchandising standard pursuant to sale channels in cooperation with the Commercial Department.
- provide strategic to foster a high level of morale, service and quality outcomes
- Identifying business opportunities that are in line with the organization's strategic direction to optimize the sustainable growth of the organization.
- Performs other assignments as required.
- Enhance SMSA's digital tools
- Manage smartship & store2door
- Create new services
- Research & development
- Manage company survey in KSA & IBU

Development

- Preparing business plan for new product.
- Suggest and recommendation for upon management request.
- Enhance existing product.
- Create new ideas for developing new or current businesses.
- Develop analysis of performance and recommend areas for improvement.
- Develop and executes marketing plan and programs.

General

- Coordinate with related department to solve any issues for shipments or process of deal.

EHS

- Ensuring that all safety related equipment and systems, particularly fire fighting, alarm, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times
- Coordinating with maintenance staff concerning occupational health & Safety, and environmental management
- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Overseeing and monitoring all the work activities in order to make sure that work and job related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation
- Participates in the emergency response plan, development, and in conducting emergency drills
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs, communication & management
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel
- Supervising the EHS internal audits, inspections, and corrective / preventive actions effectiveness

Business Continuity

- Ensuring that the BC plan (or plans) adequately delivers the organization's BC capability and meets the BC requirements.
- Communicating the implications of departmental changes that may impact the BCMS.
- Collecting information for and completing the BIA.
- Identifying and acknowledging supply chain priorities.
- Developing, implementing, and maintaining departmental procedures on behalf of the plan owner.
- Conducting and participating in exercises.
- Maintaining the departmental BC documentation. Liaising with the BC managers.

- Developing, coordinating, and facilitating the BCMS. This includes developing analysis and BC plan templates.
- Facilitating and coordinating the BIA, risk and threat assessment (related to prioritised activities), strategy and solutions planning, BC plans and testing throughout the organization.
- Ensuring maintenance of the BCMS on a periodic basis as well as whenever it is appropriate.
- The effective use of resources and procedures within the BCMS, such as systems, tools, and response and recovery procedures.
- Making recommendations, removing roadblocks, and reporting to top management

Competencies - Professional and Technical	
Behavioral Competence	
Risk Management	Level 4
Stress Management	Level 4
Team Leadership	Level 4

Competencies – EHS
<p>Knowledge of basic environment health and safety requirements</p> <p>EHS corporate objectives awareness</p> <p>Awareness of EHS requirements in the QEHS management systems</p> <p>Have attended EHS awareness training (if applicable)</p> <p>Awareness of Environment Health Safety incident reporting</p>

Organizational Competencies
Intermediate
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making
Correct action according the authority limited.

Key Performance Indicators (KPIs)
Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience
<p>●Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.),. At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.</p> <p>or</p> <p>●Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position</p> <p>or</p> <p>●Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position</p> <p>*Note: Industry Experience wherever its applicable</p>

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.
Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: