

Sales Analyst			
Job Title	Sales Analyst		
Division	Sales		
Department	Sales		
Section	Sales		
Location	IBU-Egypt	Direct Reports	
Reports To	Sales Manager	Version Number	1
External Relations		Guide Number	
Internal Relations	All departments	Job Code	

Basic Function

Performs various data analysis, sales office administration, and executive secretary duties within the Sales department. Fully understand, drive, and promote SMSA's vision, culture, and values.

KEY Responsibilities

Core

- Performs various data analysis, Sales office administration, and executive secretary duties within Egypt-wide Sales department.
- Assists the Sales Manager in coordinating with other departments.
- Assists the Sales Manager and Sales Team in all areas within Egypt in compiling and analyzing sales data.
- Support the sales manager by preparing daily, weekly, and monthly sales reports specifying product types.
- Support the Sales Manager in monitoring the sales team activities by consolidating the respective team's daily, weekly, and monthly activities and contract-signed reports.
- Collects information on domestic and international shipments on a daily basis.
- Assists the Sales Manager and Sales Team in developing business proposals and other documents.
- Receives all correspondence to sales department staff in their absence; distributes all correspondence from the sales department to other SMSA units.
- Coordinates with other SMSA departments to solve problems related to sales.
- Assist and coordinate each and every staff's need inter-departmental.
- Process higher authority approval of RFR ...etc.
- Prepares monthly reports of lost & and at-risk customers and new accounts opened by the entire team for the Sales Manager.
- Delivers daily, weekly, monthly, and year-end sales-related reports
- Assists the Sales Manager in developing an effective sales plan.
- Assists the Sales Manager in the quarterly and yearly budget.
- Acknowledge & disseminate guide changes.
- Upload registers & and files in the SMSA information system

- Monitor all campaign results & all related reports
- Qualify & allocate sales leads
- Customer contracts approval & accounts opening

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical	
Behavioral Competencie	
Analytical Thinking	Level 3
Communication	Level 3
Influence	Level 3
Initiative	Level 3
Organizational & Environmental Awareness	Level 3
Planning & Organizing	Level 3
Stress Management	Level 3
Teamwork	Level 3
Visioning & strategic Direction	Level 3
Technical Competencie	
Handling Customer Complaint Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Advanced
Product Knowledge	Intermediate
Competencies – EHS	
Knowledge of basic environment health and safety requirements EHS corporate objectives awareness Awareness of EHS requirements in the QEHS management systems Have attended EHS awareness training (if applicable) Awareness of Environment Health Safety incident reporting	
Organizational Competencies	
Intermediate <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>	
Decision Making	
Assess accuracy and confirm that work meets business standards and policies/procedures in taking actions within own authority/recommending those actions requiring higher authority. Assess the accuracy of received reports, and recommend design of reports to meet higher authority requirements, for approval of format/coverage. Assess the importance and sensitivity of issues and decide how to resolve/address them. Implements improvements to procedure/ communications, recommends solutions/ actions to higher authority within Sales.	
Key Performance Indicators (KPIs)	
Abide by the goal setting forms (Individual KPI'S) of the current financial year	
Qualification : Education and Experience	
Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent. & or Any specialized positions like Pharmacist, Brand Advisor etc. must have degree in their specific field), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry. <div style="text-align: center;">or</div> Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in	

Level-05 position

or

Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

Updated by:	Date:	Approved by:	Date:

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: