

JOB DESCRIPTION – MARINE DEALER SALES CONTROLLER

Job Title: Marine Dealer Sales Controller
Department: Sales & Marketing
Location: Linbro Business Park

Purpose of the Job:

The Marine Dealer Sales Controller will be responsible for meeting the objectives of Suzuki Auto South Africa, incorporating Marine sales requirements, whilst maintaining the goals of the company. The Marine Dealer Sales Controller's main responsibility includes, but is not limited to, offering assistance with sales and aftersales operations, dealer and marketing support.

Duties & Responsibilities:

Duties and responsibilities include the following:

DEALER NETWORK

- Monitor monthly sales per dealer vs targets
- Regular updates on dealer profiles and sales results
- Assist dealers with achieving scorecard requirements
- Scorecard evaluation and calculation per dealer
- Serve as a point of contact for the dealer network for all marine related queries
- with strong technical focus
- Serve as a liaison between marine sales and aftersales division and dealers
- Visit dealers on a regular basis and maintain dealer visit reports
- Provide customer care for dealers and customers' country wide
- Assist with ad hoc projects such as ringi, dealer bulletin, administration, etc.

SALES

- Monitor dealer orders and dispatch
- Respond to availability and other questions from dealers
- Stock control by monitoring allocations and movements

INCOMING ORDERS FROM SUZUKI MOTOR CORPORATION

- Maintain schedule of incoming shipments & ETA
- Maintain merchandize flow file with future projections

MARKETING

- Assist with organizing local dealer events and fishing competitions

- Assist with Dealers Marketing plan
- Management of Point of Sales projects
- Assist with dealer signage projects
- Assist with boat show exhibitions
- Monitor social media

REPORTING

- Monthly sales and stock report
- Monthly management report
- Monthly SMC report
- Activity reports on sales, dealer activities and other events

ANALYSIS

- Monitor Amid reporting
- Do regional analysis of sales and compare with competitors
- Market analysis reports

Knowledge, Skills & Attributes:

- Boating background and involvement in community is beneficial
- Skippers License (not essential)
- Accurate, meticulous, detailed, precise and methodical.
- Good time management and able to set priorities to meet deadlines
- Strong and effective communication skills (writing & verbal)
- Customer relationship skills and teamwork are essential
- Sound technical skills and good business acumen.
- The ability to work in cross-functional teams.
- Strong administrative and systematical skills and abilities
- Problem solving insight and skills
- Able to take on more responsibilities than the job requires.
- Thorough knowledge of PC applications and Internet and advanced Excel, Word and PowerPoint.

Behavioural traits:

- Analytical thinking
- Practical orientation
- Resilience
- Solid ethics and values
- Frustration tolerance
- Flexibility
- Acceptance of other cultures
- Emotional intelligence

Special Requirements:

- Required to travel from time to time
- Willingness to work on weekends when required
- Potential candidates may be required to undergo psychometric testing.