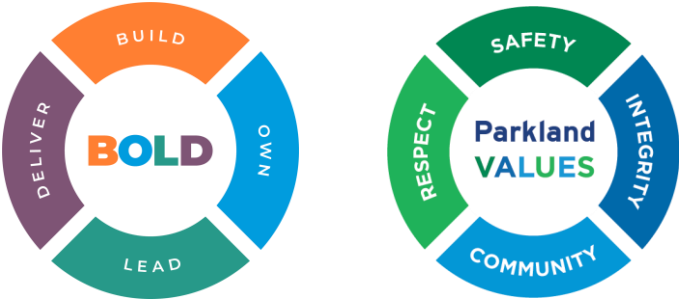




Job Description

Job Title:	Sales Assistant
Employer:	Sol Belize Limited
Location:	Belize City
Available to:	Yes Current Sol staff Yes External Applicants
Reports to:	Marketing & Retail Sales Executive
Subordinates:	0
Purpose:	To provide efficient and effective support to Sales
Principle Accountabilities:	<ul style="list-style-type: none"> • Supports Retail, Commercial and Lubricants Executives in opening accounts and with everyday collections. • Conduct annual review of customer accounts: individual pricing, credit terms and limits and where necessary submit and propose changes to Credit Committee for further review and approval. • Monitor Lubricants and Fuel Prices to ensure competitiveness. • Reconcile and generate Credit Notes for Customer Rebates and Sol Staff Fuel offtakes monthly. • Maintain Price Change Excel workbook including adding new customers and making necessary adjustments as directed. • Update Price Changes in the system and advise customers of changes by phone/email. • Prepare drafts of all new and re-newed service station contracts and customers' agreements for review and approval and ensure all documents are secure and maintained in database. Follow up with Sales Executive on contract up for expiration. • Maintain all Sales Department files and data. • Support Marketing and Retail Sales Executive in analyzing, monitoring and execution of programs focused on growth (Sol Excellence, MMPE and VOC, sales promotions etc.). • Develop and execute departmental annual training plan for service station staff, commercial and lubricants customers (HSE, Sol Excellence etc.). • Coordinate procurement of goods and services for retail and customer sites • Assist in managing Food Safety Program through trainings and conducting quarterly Food Safety Audits at Retail Branded Sites. • Gather information and prepare Sales Department reports including monthly HSE reports, volumes report, etc. • Monitor Maintenance program and follow-up with Sales Executives on closeout. • Responsible for sales related inventory such as promotion items and uniforms. • Assist in managing and monitoring capital expenditures • Create and analyze sales data. • Monitor and submit Wetstocks reports. • Work on special projects as assigned.

BOLD Behaviors and Values	<ul style="list-style-type: none"> • Be an ambassador and supporter of our BOLD leadership behavior and values. • When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team. <div style="text-align: center;">  </div>
Qualification Requirements:	<ul style="list-style-type: none"> • Bachelor's degree in business administration, Business Analytics, Marketing, or related field. • Proficiency with Microsoft Office (Excel, PowerPoint, and Word).
Other Competency Requirements:	<ul style="list-style-type: none"> • Strong teamwork and interpersonal skills, including the ability to work fluidly and collaboratively within the team. • Excellent written and verbal communication skills. • Self-motivated problem solver. Relentless focus on high quality results, attention to detail. • Enthusiastic and committed to getting the job done in a fast paced, • Able to deal tactfully & pleasantly with customers. • Strong organizational skills. • Strong attention to details.
Other Information:	<p>In addition to basic salary the successful applicant shall receive applicable job grade allowances and be eligible to participate in The Sol Group Pension Scheme and its non-contributory Group Health and Life Insurance Scheme.</p>
Application Procedures:	<p>Applications are to be submitted by completing the Sol Job Application Form available on the Sol website at solpetroleum.com and submitted via e-mail to careers@solpetroleum.com on or by April 30th Applicants must complete all the requested information to be considered. Certified copies of relevant certificates will be requested for those applications under consideration. Only suitable applications will be acknowledged.</p>