




Job Description

Job Title:	Retail Sales Executive			
Employer:	Sol Puerto Rico Limited			
Location:	Puerto Rico			
Available to:	Yes	Current Sol staff	Yes	External Applicants
Reports to:	Retails Sales Manager			
Subordinates:	No			
Purpose:	<p>The purpose of this position is to manage all aspects of the Mobil station network business in Puerto Rico (marketing, station network, convenience store, HSE, retailer relations) and the overall profitability of the business in the country. The Sales Representative is responsible for all negotiations, retailer and/or operator relations, and the implementation of brand programs within the assigned geographic area.</p> <p>The Sales Representative must execute sales and marketing strategies to ensure the achievement of short- and long-term objectives. They also interact internally with Finance (credit management) and Customer Service. They also ensure the implementation of the Customer Value Proposition to maximize profits, sales, safety standards, and collections.</p>			
Principle Accountabilities:	<ul style="list-style-type: none"> • Achieve monthly goals (margin, volumes, credit, etc.) for the assigned segment or territory through a structured approach to new customer acquisition while also managing current accounts. • Prepare sales proposals for new clients. • Handle daily customer complaints. • Monitor competitor activity for the assigned segment or territory to compile market share results. • Conduct routine audits at client facilities. • Implement logistics around marketing and promotional programs. • Manage delinquent accounts receivable and resolve bad debt through payment plans. • Work with the distribution team to provide excellent customer service. • Manage the contract renewal process. • Develop and implement the network plan. • Coordinate maintenance with the maintenance and construction group. • Implement marketing initiatives, monitor the execution of promotions, and ensure excellent implementation. • Monitor service station performance. • Ensure compliance with defined credit plans and controls. • Ensure the business relationship between Sol and its detailing departments adheres to established standards. • Coordinate customer training and workshops (e.g., product knowledge, detailing meetings), when appropriate. • Maintain a professional appearance. • Performs other duties as required and instructed by the company. <p>HSE Responsibilities</p> <ul style="list-style-type: none"> • Be responsible for workplace health and safety. 			

	<ul style="list-style-type: none"> • Report any hazards, injuries, or illnesses to the supervisor or the company. • Cooperate with the company when requested to improve workplace health and safety. • Perform safety duties assigned to the position. • Do not misuse any safety equipment (e.g., fire extinguishers, safety glasses, safety shoes) or other personal protective equipment.
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"> • Experienced professional with a postgraduate degree in Business Administration, Marketing, or Engineering. • Experience in sales, distribution, and marketing with a proven track record. • Customer focus and strong relationships at all levels. • Excellent leadership and interpersonal skills working with cross-functional sales teams. • Bilingual (Spanish and English) • Experience working with Microsoft Office
Other Competency Requirements:	<ul style="list-style-type: none"> • Will require client visits throughout the island. • Valid Driver's License • Reside in the South/Southwest portion of Puerto Rico • Willing to work during holidays and weekends. • Willing to travel (domestic and international) • While performing job duties, the employee will be required to sit for extended periods. • Prolonged exposure to personal computers.
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 Puerto Rico Pension Scheme and its non-contributory Group Health and Life Insurance Scheme.</p> <p>Travel will be required.</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 25, 2025. 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>