

KSGI

JOB DESCRIPTION

Job Title: Sales Supervisor

Division: Automotive Group (AG)

Department: Sales & Marketing

Overall Purpose

The Sales Supervisor supports daily sales operations and leads a team of sales executives, ensuring the team builds strong customer relationships, meets sales targets, and follows company procedures for reporting and documentation.

Job Requirements

- Bachelor degree in Business Administration or related fields.
- At least 2 years experience in a similar position.
- Excellent communication and convincing skills.
- Good teamwork and interpersonal skills.
- Strong initiative and continuous improvement mindset.
- Strong time management and result-oriented approach.
- Good English proficiency, written and spoken.
- Proficiency with Microsoft Word, Excel & PowerPoint.

Responsibilities

Sales Functions:

- Regularly visit customers to build and maintain strong relationships with both new and existing customers.
- Identify and create new customer opportunities.
- Introduce customers to products and services, highlighting how they solve customer problems through presentations and demonstrations.
- Maintain accurate records of sales activities and results on a weekly and monthly basis.
- Follow up on competitor activities, price movements, and market information.
- Prepare sales reports and work closely with the manager to achieve targets.
- Handle customer complaints and inquiries to ensure customer satisfaction.
- Check stock/UIO and follow up on new sales orders or demand.
- Follow up on customer targets and credits.
- Propose new ideas to the sales supervisor for sales improvement.
- Conduct other duties as assigned by the sales manager.

Team Leadership & Management Functions:

- Lead, manage, and motivate a team of sales executives to achieve targets.
- Assist in training new sales employees.
- Ensure the team meets or exceeds sales targets.

Document Functions:

- Prepare Sales Orders from customers.
- Input daily CRM activity plans and results.

- Prepare weekly and monthly results for presentation to the manager.
- Prepare and update the customer list accurately.

How to Apply

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