



JOB DESCRIPTION

JOB TITLE	Sales Support
LOCATION	Kenya, Nairobi
REPORTS TO	Business Development Manager (Kenya office)

Background

Established in 1977, Longulf specialises in supplying Raw Materials and Machinery to meet the needs of manufacturing companies. We have complemented these activities by investing in key manufacturing businesses, this includes Cepac, one of the UK's leading independent packaging companies. With a global network of suppliers we provide services for all aspects of international trading, including marketing, logistics, finance and after sales support. We provide dependable, responsive and innovative sources for materials and resources that are essential for our customers' success. For suppliers, we offer a secure and valuable channel into alternative markets and place goods advantageously with competitive pricing.

Overview

The jobholder will operate from Longulf's Representative office in Nairobi and will be responsible for developing a sustainable and profitable trading business, importing into East & Sub Saharan African region.

The main focus of the job holder is to manage current business and develop positive business relationships with prospective customers with the intention of selling product that is being offered by the sourcing offices. The job holder will also look at the opportunities for new products which could have synergy with existing products and advise the sourcing office accordingly.

Products: Key products Polymers, PVC, PET, PET Preforms. However the job holder could also handle other packaging raw materials such as Tinplate, Aluminium sheets, Paper and PP bags.

Frequent travel is required to visit customers and suppliers.

Key deliverables (Essential duties and responsibilities)

- Day to day liaison with customers / London office documentary, trading and shipping team.
- To ensure execution of contract as per terms and conditions of the contract
- To chase customers for returning signed contracts / payments and any other requirements.
- Provide monthly progress reports detailing business development prospects, current enquiries and all other relevant data to assist London office to conduct risk analysis assessments where necessary.
- Develop and maintain customer relationships and engender goodwill, for business growth.
- To achieve the mutually agreed sales targets together with Kenya office manager.
- From time to time, conduct appraisals on other possible markets such as West Africa, where a potential product roll out is envisaged to similarly strong and financially stable customers.
- Take an active role in dispute resolution and mitigation of any claims which may from time-to-time arise.



Please note: The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all inclusive. This job description is subject to review to ensure that it truly reflects the strategic direction requirements of Longulf.

Core competencies of required for to perform effective in this role

- **Job knowledge:** Demonstrates a thorough understanding of the responsibilities specific to the job, as well as the ongoing capacity to stay abreast of changes in job functions.
- **Interpersonal/Communications skills:** Demonstrates the ability to work cooperatively and effectively with other employees. Maintain good work relationships both internally and externally and has the ability to work productively as a team.
- **Problem solving skills:** Demonstrates the ability to use creativity, reasoning, past experience, information and available resources to resolve issues.
- **Compliance:** Promotes and encourages a culture of compliance and ethics throughout Longulf Trading.
- **Situation Judgment:** Demonstrates the ability to make good decisions about what should be done given a specific situation. Thinks carefully before taking action and behaves appropriately for the circumstances.
- **Leadership:** Takes responsibility for actions, decisions, and outcomes. Can confidently take the lead role on a team, if and when necessary.

Requirements

- BSc degree in any relevant fields, or working towards one
- Minimum 3 years prior experience in Trading/Import Export industry preferred
- Experience in Sales Support / follow up with customers
- Knowledge of import shipping procedure / documentation essential.
- Keen to learn and take responsibility as and when required.
- Should be fluent in Swahili and English.
- Proficient in using MS Excel, Word, power point.

Closing date

5PM UK time on Friday 29 March 2019. We reserve the right to close this vacancy when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to submit your application as soon as possible.

How to apply

Candidates who can demonstrate that they meet specifications set out above and can prove that they have the right to work in the UK should send application recruitment@longulf.com or by post to Human Resources Department Longulf Trading (UK) Ltd. Prince Albert House, 2 Kingsmill Terrace, London NW8 6BN.

Application should include CV and cover letter stating how you meet each requirements and why you are interested in the role. Due to the urgency to fill this role, applications will be reviewed on a rolling

March 2019



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In order to process job applications, Longulf Trading (UK) collects personal information submitted by applicants. By applying for this role, you are consenting to that processing. All personal information is processed in line with our privacy policy set out at <https://www.longulf.com/PrivacyPolicy/>