

## Job Opportunity at UNIFREIGHT

<b>Job Location</b>	:	Head Office
<b>Department</b>	:	Sales
<b>Job Title</b>	:	Senior Sales Personnel -freight forwarding (3)
<b>Reports to</b>	:	General Manager
<b>Job Purpose</b>	:	To source for sales and new businesses from both existing and new clients on a daily basis as per the set targets.

<b>Performance areas/Accountabilities</b>	<b>Key Responsibilities (JD)</b>
Senior Sales Personnel –Freight Forwarding	<ul style="list-style-type: none"> <li>• To attain a minimum sales target of 20(twenty) containers on imports per month in Freight forwarding.</li> <li>• To visit a minimum of six clients per day and send a daily progress report to the CEO over the same.</li> <li>• To grow the Freight Forwarding revenues by an additional USD 100,000 in the first year.</li> <li>• To ensure that a file is opened for documents received from every individual client. The file must indicate among other things; <ul style="list-style-type: none"> <li>✓ <i>If the documentation received concerns an existing customer or a new account</i></li> <li>✓ <i>For existing customers, indicate the rates in place for the said customer</i></li> </ul> </li> <li>• To ensure that all client files are forwarded to the Accountant receivables to be captured into the system on a daily basis. All jobs must be captured into the system before any preceding activity is done</li> <li>• Initiate fresh innovative revenue ventures in the Department. These ventures will be indicated in the weekly reports.</li> <li>• To ensure follow up and validation of customer information captured in before any job is undertaken to avoid wrong customer information</li> <li>• To ensure that a job file is sent to the Accounts Office and an invoice generated within 48 hours after delivery of the consignment to the customer’s premises.</li> <li>• To follow up on the tax clearance process so that all clearance is done before a trailer arrives at the border. The trailer should not spend more than one day at the border.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that all trailers make a total of three (3) full trips per month and reduce turn around time considerably.</li> <li>• To ensure that all costs accruing to the job are clearly covered by the customer in the job quotation so that profitability per job undertaken is clearly shown.</li> <li>• To ensure that before any service is provided, a valid quote (accepted by the client in writing) is in existence and put on the job file.</li> <li>• To maintain an excel spreadsheet of all jobs in transit to ensure that all Client KPIs recorded in the <i>New Business/Client Acquisition Procedure</i> are measured and improved on a daily basis.</li> <li>• The sales personnel shall be responsible for ensuring that client’s statements of accounts are sent by the credit control department to clients every month.</li> <li>• To ensure a minimum of 3 client visits per day focusing on new business, customer care and customer retention which shall be documented in a daily report sent to the CEO</li> <li>• To ensure collection of cash from all credit transactions within 30 days only.</li> <li>• The sales personnel shall pay close attention to client’s payment patterns and suggest a ban on future dealings with clients with poor payment history. The first step in ensuring that this is achieved is making sure that the client’s invoices are correct and adequately supported.</li> <li>• Closely liaise with the Transport Department to ensure that UNIFREIGHT is the first choice transporter for all company delivery needs.</li> <li>• To negotiate the best rate and provide effective solutions for efficient transport provision for all clients on a daily basis</li> <li>• Play a leading role in reviewing of brokerage tariffs periodically to gain for the company a competitive advantage in the market.</li> <li>• Any other duty as will be assigned by the CEO</li> </ul>
<b>Supervisory</b>	<ul style="list-style-type: none"> <li>• Close profitable business deals on behalf of the company swiftly</li> </ul>

<b>Role/Authorities</b>	<ul style="list-style-type: none"> <li>• Negotiate on behalf of the company and offer the most profitable but yet competitive rate to customers with full knowledge of the company's minimum rate.</li> <li>• Represent the company in key business negotiations/meetings concerning the Freight Forwarding industry</li> <li>• Advise management on the best profitable rates to offer in the market considering the prevailing market conditions</li> <li>• Recommend termination of unprofitable business contracts and follow up on the same.</li> <li>• Offer credit facility to worthwhile clients after vetting using set criteria. The final approval for all credit customers must come from the CEO in writing.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Daily consolidation report</li> <li>• Daily bond/cage status report</li> </ul>
<b>Responsibility for assigned adhoc duties</b>	Any other duty as will be assigned by the CEO from time to time
<b>Key Performance Indicators(KPI)</b>	<ol style="list-style-type: none"> <li>1. Sales leads generated on a daily basis</li> <li>2. Attainment of a monthly target</li> </ol> <ul style="list-style-type: none"> <li>• New worthwhile contractual clients</li> <li>• All job files are sent for invoicing 48 hours after the cargo has been delivered.</li> <li>• The trailer should spend a maximum of one day at the border.</li> <li>• Deal with clients directly and completely phase out dealings with 3<sup>rd</sup> parties/forwarders.</li> <li>• Follow up on all cargo, dispatched or in transit</li> <li>• Daily/weekly/Monthly performance reports indicating business flow, projections and market analyses forwarded to the CEO.</li> </ul>

## **Minimum Qualifications**

- Bachelors Degree in Commerce or any related discipline.
- Excellent computer skills (Ms Office package: Word, Excel, PowerPoint etc.)
- Proven proposal writing skills

## **Experience**

- Minimum of 5 years' experience in a similar field or service industry

## **Personal Attributes:**

- Team Player
- Good interpersonal skills
- Excellent communication skills
- Team leadership abilities
- Good interpersonal skills
- Ability to close business deals swiftly

Interested candidates should hand deliver their C.Vs to UNIFREIGHT office on Titanic Plaza, Room No. TE07, Johnson street, Kampala or email them to [hr@unifreightgroup.com](mailto:hr@unifreightgroup.com) before 15<sup>th</sup> October 2018.