NEWMAN LIMITED

Position Description

Vacancy Title: Sales Representative
Location: Walu Bay - Suva
Reports To: Sales Manager (v 1.01)

Objective

The Sales Representative will be responsible for developing and implementing strategies to deliver the best product, price and service offer to key retailers within allocated territory. This includes managing and strengthening relationship, generating new business and achieving sales and service targets. The Sales Representative will report directly to the Sales Manager Newman Ltd.

Outcomes

Organisational Stakeholders

1. Sales Activities and Targets Managed

- Monthly/quarterly sales target achieved against budget
  - Sign-up and onboard new merchant as per designated area
- Business relationships with assigned key retailers and other merchants managed effectively
  - Training and coaching to EPAY agents for Prepaid recharge, eTransport and HFC Agency banking provided on an ongoing basis
  - Troubleshooting and merchant services support for POS hardware/software provided
  - Marketing materials to Vodafone TE's provided
  - Availability and public display of collateral at all merchant locations ensured
- Execution and monitoring of route plans for sales and recharge reloading and related matters ensured on a daily basis in liaison with Sales Manager
- Cross functional teamwork with Operations for POS and Finance department for invoicing and debt management ensured
- Sign up and onboarding of new merchants as per area expansion plan carried out in a timely manner

2. Debtors and Customer Service Management

- Full collection for assigned portfolio accounts ensured within its trading days and limited
  - Invoices, credit notes delivered to customers on timely basis
- Assessment on feedback from operations team and customers conducted in a timely manner
- Call sheet and call route attended to on a daily basis
  - Retrieval of idle POS and handed over to operations
  - Timely submission of completed dispatch and survey forms
  - Maintenance of POS and status advised to operations
- eTransport Managed
  - Full training provided to customer
  - Timely loading of evalue stock
  - Commission advise slip and eTransport commission delivered on a timely basis
  - POS placed in safe and secure place ensured
  - All necessary completed forms provided to respective sections in a timely and accurate manner

3. Well Informed Management

- Comprehensive and detailed reports generated and shared with the Leadership Team
- Documentations and Information Managed
  - Call Sheets (Daily)
  - Cash Counts (Daily)
  - Delivery Note (Daily)
  - POS Survey Forms (Monthly)
  - Inventory Forms – Dispatch. Credit Notes
  - Invoices Distribution (Recharge & etransport) (Daily/Weekly
- Business intelligence/market profiling for product leadership and market expansion
  - market studies and surveys
- Ad-hoc information requests by management, for decision-making purposes, provided on accurate and in a timely manner

4. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Communication	Exchange information through verbal communication

Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Promotion	Promote the value of the products/services offered by the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.

People

Team Orientation	Work in a team towards a common aim.
Negotiation	Reach agreement through discussion and compromise.
Learning	Develop the competencies of self and others to enhance performance.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Sales/Marketing/Advertising	
Desirable		
Degree	Sales/Marketing/Advertising	

Work Knowledge and Experience

2-3 years experience in Sales and Marketing

Customer Service experience will be an added advantage.

Requirements

Regulatory Compliance Requirements

Driver's License

Other Required Statements

Other Individual Key Performance Measures

1. Sales - Achieved Vs Budget
2. Attendance and Punctuality
3. Training and Coaching of merchants & Customers - 100% as per account
4. Sales cycle length - average time the sales process takes between initial contact and closing a lead
5. Number of new leads
6. Lead to client conversion rate
7. Incremental sales

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
External		
	Customers	
	Suppliers	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Empathic	Has the ability to understand somebody else's feelings or difficulties.
Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.

Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 28 Nov 2026