

Position Description

Vacancy Title: **Sales Manager v (1.00) [Wailekutu - Lami]**

Location: **Wailekutu - Lami**

Reports To: **National Sales Manager (v 1.00)**

Objective

The Sales Manager is responsible for the business performance of the designated suppliers and trade relationships with CJ Patel Pacific Pte Limited. This position reports to the National Sales Manager, CJ Patel Pacific Pte Limited.

Outcomes

Capital Stakeholders (Owners)

1. Finance and sales

- Annual Net Sales Value (NSV) budgets managed within the agreed targets
- Company policy and procedures adhered to at all times

Organisational Stakeholders

1. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Supervision of and professional guidance to all staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with management and HR Department
- Succession planning ensured

2. Well informed management

- Timeliness, quality and accuracy of daily, weekly and monthly reports to management ensured
 - Daily operational review and report presented timely and accurately
 - Daily operational data to the management is timely and accuracy of information maintained at all times
 - Key performance indicators on weekly basis are informed in time
- Monthly report presentation is accurate and supports decision making
- Ad-hoc information requests by management and shareholders for decision-making purposes addressed in a timely manner

3. Safe work environment promoted and ensured at all times

- Work place safety is ensured
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - Occupational Health & Safety systems promote zero workplace injury at all times
 - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
 - Systems assist in the identification and elimination of work place hazards on an on-going basis

4. CJ Patel (Pacific) Pte Limited's values upheld and demonstrated at all times

- Collaborate with other teams 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

Product's Stakeholders

1. Customer service demand managed

- Stock requirements forecast and orders managed on an accurate and timely basis

2. Sales strategies managed

- Sales strategies designed, implemented and managed
 - Retailers provided accurate reporting on an on-going basis
 - Promotional programs designed, implemented and managed
 - Relationships with key stakeholders managed at all times
 - Communication provided to Sales team on an accurate and timely basis

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
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.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Sales/Marketing/Advertising	Even Experience with 3 to 4 years similar role is adequate.
Desirable		
Degree	Sales/Marketing/Advertising	

Work Knowledge and Experience

Computer literate and good documentation skills
Analytical thinking ability and good communication skills
Proven experience in merchandising
Proven ability to develop and maintain supplier relationships
Minimum of three years' of sales/marketing experience at a senior level

Requirements

Regulatory Compliance Requirements

Driver's License

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
External		
	Customers	
	Regulators	
	Suppliers	

Attributes

Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
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.

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.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Online and Careers Email

Contact for Enquiries

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Further Contact Information: --

Closing Date: 13 Sep 2026