

ORBICO ALBANIA WAS FOUNDED IN 2010 AND SINCE THEN HAS BECOME A KEY PLAYER IN THE DISTRIBUTION OF BUSINESS. WORKING WITH 20 PRONCIPALS AND MORE THAN 60 BRANDS, ORBICO ALBANIA AIMS AT PROVIDING QUALITY PRODUCTS AND EXCELLENT SERVICE WHILE ASSISTING THE AVERAGE CONSUMERS IN THEIR DAILY NEEDS.

THIS IS A CAREER OPPORTUNITY FOR AMBITIOUS AND DYNAMIC INDIVIDUALS TO BECOME PART OF A LEADING DISTRIBUTION COMPANY

WE HAVE A VACANT POSITION:

### Sales Supervisor (FMCG)

Duties and Responsibilities:

**As part of our dynamic Sales team, the selected candidate will be responsible for the following:**

- Coordinates the entire sales activity in order to achieve the sales plan.
- Sets objectives for the orientation and organization of the sales activity in the organization.
- Supports the respective Manager in monitoring the team's performance and ensures that rules and regulations are followed and KPI's are met by the team.
- Lead, coordinate, and supervise the daily activities of the Sales Representatives to ensure optimal productivity and time management.
- Establish and maintain proactive communication with new clients, presenting tailored collaboration proposals to drive business growth.
- Review and analyse customer orders on a weekly basis, making informed decisions aligned with company goals.
- Maintain regular contact with sales agencies at various points of sale to track ongoing activities, planned initiatives, and resolve emerging issues.
- Prepare and deliver strategic reports, proposals, and improvement plans to management, focusing on sales program optimization and product/service promotion.
- Define roles, tasks, and responsibilities for team members based on updated job descriptions.
- Monitor client receivables and oversee the timely and efficient collection of outstanding debts.
- Collaborate closely with the HR department in the recruitment, onboarding, and continuous development of the sales team.
- Identify training needs among team members and facilitate ongoing learning and development initiatives.
- Ensure compliance with the organization's credit policy, including suggesting credit limits for new clients to the relevant Manager.
- Identify process improvement opportunities and lead their successful implementation.
- Create and deliver executive-level presentations on project progress and outcomes.

- Foster cross-functional collaboration and contribute to a motivating, change-driven work culture.
- Oversee day-to-day operations of the sales team, while planning and monitoring overall team workload and capacity.

Required skills:

- economical, commercial, or other appropriate education
- at least 3 years in the same or similar roles
- developed negotiation and communication skills
- analytical thinking and expression
- self-initiative and focus on results
- developed leadership skills
- marketing skills
- budget-management skills
- motivating and being able to inspire others
- advanced computer skills (MS Office)
- driving license B category
- advanced knowledge of English language

What we offer:

- Full time employment contract
- Opportunities for professional development
- Attractive compensation package
- Chance to be part of a dynamic growing company
- Motivated team and enjoyable work atmosphere

If you are proactive and have a personal drive for improvement and the right mix of knowledge and competencies, please submit your structured CV and your motivation letter to our mail: [rekrutime.al@orbico.com](mailto:rekrutime.al@orbico.com)

Only selected candidates will be contacted.

*\* All applications will be treated with complete confidentiality according to law no. 9887 on "Personal Data Protection" and will be used only for recruitment purposes.*

You are invited to be part of our team, not as a challenge but because you will enjoy to.

We will face challenges together!