

Job Description

Job title	Retail Sales Executive	Job category	
Work station	Wild Jordan	Unit/Section/ Division	Sales/Communications Department/Wild Jordan
Line Manager	Sales Manager	Team which the positions is responsible for their management	Nature Shop Shopkeepers and Sales Developer

Main Role

To enhance the sales of Wild Jordan handicraft products through its nature shops and external retail outlets, ensuring that our sites meet and exceed pre-set sales target.

Main Duties and Tasks

- Ensure that all shops achieve preset monthly sales target.
- Supervise nature shop sales team, tracking staff performance, conducting performance discussions, and managing incentives and consequences.
- Provide management with monthly sales reports and monthly sales target forecast for all shops and outlets.
- Maintain direct contact with the shop employees to solicit routine feedback.
- Suggest new ideas to create sales traffic to nature shops.
- Assess existing and potential retail outlets showcasing Wild Jordan products to maximize sales opportunities.
- Monitor retail outlet sales.
- Coordinate with marketing team to provide nature shops and retail outlets with full product information and sales support tools.
- Attend trade fairs, exhibitions, and other non-RSCN events that offer good sales opportunities for Wild Jordan products if required.
- Any other duties that may be reasonably required of the position.

Addition duties and Challenges

- Establish a good relationship with retail partners.
- Work under extreme pressure.
- Work additional hours if necessary.
- Help in packaging and delivering orders when necessary.



- Contribute generally to team work within the division and maintain a good, positive, and diplomatic attitude to all Wild Jordan and RSCN staff, clients and partners.

Job profile/knowledge and tasks/ qualifications

- Environmentally conscious.
- B.A. in Business or related fields.
- Target Driven.
- Strong understanding of sales process with a minimum of two years experience.
- Able to anticipate needs and be pro-active, flexible, and have a sense of urgency.
- Strong communication skills.
- Time management skills.
- Computer skills.
- Possess a valid driving license.
- Efficiency in handling work pressure, while maintaining excellent team spirit.
- Ability to work and build good relationships with individuals from diverse backgrounds.
- Prepared to travel to local destinations and stay overnight when required.

Approved by:

Name of the staff :signature

Division Acting Director: Nasr Al Tamimisignature

Date of the approval.....