



JOB TITLE : **Commercial Officer**
JOB GRADE : **KRL03**
DEPARTMENT: **Business Development**

JOB PURPOSE

The Commercial Officer Shall be responsible for the delivery of the company’s commercial strategy. This will involve marketing, sales, partners, and customer engagement to drive business growth and market share.

The Commercial Officer will be providing and managing commercial support to operational activities of the business ensuring both the financial and commercial interests of the Company are optimized, managing financial targets and ensuring that contractual obligations and associated risks are adequately dealt with.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Strategic plans	Designing and implementing a strategic sales plan that expands company’s customer base.
Budgets	Preparing sales budgets and projections and approving expenditures
Customer relationships	Developing and maintaining relationships with key clients
Business growth	Identifying opportunities for new business development through following up on leads and conducting research on target clients
Customer complaints	Handling and resolving customer complaints regarding a product or service

Policies and Standard Operating Procedures	Develop and update policies and Standard Operating Procedures (SOPs) for the sales functions
Negotiations with clients	Negotiating with clients to secure the most attractive prices
Business Proposal	Crafting business proposals and contracts to draw in more revenue from clients.
Sales Reporting	Generating Purchase Orders for the sales as required. Generating Proforma Invoices and Final Invoices as required
Market Studies	Carrying out the supporting market studies that will improve KRL sales
Compliance	Ensure compliance to all applicable roles in the execution of the commercial function
Leadership	Equipping staff with the technical and social skills needed to enhance sales

REPORTING RELATIONSHIPS

- a) Reports to:**
Chief Executive Officer
- b) Other Jobs Reporting to (a) above**
Mine Manager
Finance Manager/Company
Internal Auditor
Procurement Officer
Human Resource Officer
- c) Number and level of immediate subordinates:**
Weigbridge Supervisor

ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

- a) Professional Qualifications :**
- Grade 12 Certificate with 5 O Levels
 - Degree in Sales/Marketing/Economics/Business Studies/Engineering
 - Membership of relevant Professional Organization
 - Must possess a clean drivers' license.
- c) Minimum Relevant Pre-Job Experience:**
- 3 years' experience in a similar position

c) Skill Specifications:

- Leadership and management skills
- Ability to communicate effectively with all staff.
- Office management and organizational skills
- Good report writing skills.
- Computer literate
- Able to use the Zambia Public Procurement Authority (ZPPA) e-gp system
- Negotiation skills

d) Other Attributes (Personality Traits)

- Attentiveness
- Confidentiality
- Methodological

