



Job Title:	Retail Sales Representative
Employer:	SOL PUERTO RICO LIMITED
Location:	Puerto Rico
Reports to:	Sales & Marketing Supervisor
Subordinates:	N/A
Purpose:	<p>The purpose of this job is the management of all aspects of the Retail business in Puerto Rico (Marketing, Network, Convenience Retailing, HSSE, Dealer Management) and overall profitability of the business. The Sales Representative is responsible for all negotiations and interface management with dealers, operators, and other external stakeholders within the specified geographic area. Executes Marketing, Network and strategies to ensure that both short and long term scorecard objectives can be and are achieved. Ensures that Sol Retail Network is the main channel for the Shell / Pennzoil Lubricants Portfolio. Interfaces also internally with Finance (credit management) and MSD. Also ensures the implementation of the Customer Value Proposition, to maximize profits, sales, cash surplus, HSSE standards and trade debtor's control.</p>
Principle Accountabilities:	<ul style="list-style-type: none"> • Delivers sales targets (margin, volumes, credit) for assigned segment through structured approach to customer targeting and account management. • Prepares sales proposals with terms for new customers. • Handles customer complaints. • Monitors competitor activity for assigned segment to compile market share results. • Completes routine audits at customer facilities. • Implements the logistics surrounding marketing and promotional programmes • Manages delinquent receivables and resolves bad debt through structured repayment plans. • Works with Distribution team to deliver outstanding service to customers. • Manages contract renewal process. • Implement Network Plan development and implementation processes. • Validate network demands for engineering/maintenance and HSSE activities. • Implement marketing initiatives, control execution of developed promotions and guarantee operational excellence implementation with regards to the fuels pricing strategy, HSSE (including HSSE safety food standards) and Ready for Business standards (Fuels, Lubricants and CR). • Monitor site by site performance. • Assure site by site compliance on defined plans and controls for credit, guarantees contracts, and insurances. • Ensure that the commercial relationship between Sol and its dealers are in accordance with the established levels. • Ensures product pricing complies with regulatory guidelines. • Coordinates training and customer workshops (e.g. dealer meetings) when appropriate. • Any other task that may be assigned by the Supervisor. <p>HSSE Responsibilities:</p> <ul style="list-style-type: none"> • Have a 'duty of care' responsibility for safety and health at the workplace. • Report any hazards, injuries or ill health to supervisor or employer and the retail service stations.

	<ul style="list-style-type: none"> • Cooperate with employer when require something to be done for safety and health at the workplace. • Comply with the HSE individual key performance. • Not misuse any equipment that is provided for safety purposes (ex. fire extinguishers or safety goggles, safety shoes) or other personal protective equipment
<p>Qualification Requirements:</p>	<ul style="list-style-type: none"> • Experienced professional with graduate background: business administration or marketing • Broad experience in Retail business (Sales, Marketing or Network) with proven track record. • Strong leadership, interpersonal and interface management skills while dealing with cross-functional business teams. • Bilingual (Spanish & English). • Customer Focus orientation & good relationships at all levels.
<p>BOLD Behaviours and Values</p>	<ul style="list-style-type: none"> • Be an ambassador and supporter of our BOLD leadership behavior and values. <div data-bbox="586 701 894 989" data-label="Image"> </div> <ul style="list-style-type: none"> • When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team <div data-bbox="581 1125 873 1409" data-label="Image"> </div>
<p>Other Competency Requirements:</p>	<ul style="list-style-type: none"> • Will require visits to service stations and retailers throughout the island that will involve vehicle driving (a valid driver license is required). • Reside in the Western Part of Puerto Rico • Willing to travel (domestic and internationally). • While performing the duties of the job, the employee will be required to sit for long periods. • Prolonged exposition to personal computers
<p>Application Procedures:</p>	<p>Applications are to be submitted by completing the Sol Job Application Form available on the Sol website at www.solpetroleum.com and submitted via e-mail to careers@solpetroleum.com. Deadline for applications is February 15,2022. Subject line: Retail Sales Executive</p> <p>Applicants must complete all the requested information to be considered. Certified copies of relevant certificates will be requested for those applications under consideration. Only suitable applications will be acknowledged.</p>