

CMA CGM GROUP AGENCIES AUSTRALIA PTY LTD

POSITION DESCRIPTION

Division/Department	Agency Commercial	Date: April 2024
Location:	Vanuatu	Position Title: Commercial Manager
Position Reports to:	General Manager	Direct Reports: NIL
Key Relationships:	Internal	External
(Internal/External)	<ul style="list-style-type: none"> • Commercial Management • Line Management • Customer Care • Principals/Head Office • eCommerce • ANL and CCGAA departments 	<ul style="list-style-type: none"> • ANL & CMA CGM Domestic and Overseas agents • CMA CGM HO Marseille & CMA Group Subsidiary lines • Shipping and Commodity based Industry Bodies • Australian Bureau Statistic Corporation (ABS)
ROLES & RESPONSIBILITIES		
Primary Objective: (Purpose of position)	<ul style="list-style-type: none"> • Manage the implementation and compliance of the pillars of the Business Values. • Maintain customer segmentation in line with directives set • Provide analysis and administrative support to CCO, Sales Director and/or General Sales Managers of each country under Oceania Scope covering Sales planning coverage, target setting, data and operational foundation • Provide statistical analysis in order to assist in reporting and performance monitoring. • Undertake special projects as required • Provide analytical, reporting to the General Manager 	
Extent of Authority:	Staff directly reporting: Nil Staff indirectly reporting: Nil Budget responsibility: Nil	

Key Result Area	Key Accountabilities	Performance Standard/ Expected Outcomes
	<ul style="list-style-type: none"> • Ensures pillars of Business Value and Sales Processes are followed by Sales Teams • Perform & maintain agency sales' segmentation • Analyze Market identification from CRM • Maintain LISA Partner & Territory Management • Perform quality checks in CRM (visits, calls, MID, leads, specific opportunities) • Analyse and distribute to key stakeholders, the monthly Key performance indicators of the Sales department. • Follow up of sales' performance • Support target setting and ensures quality of targets from lines • With the support of Commercial SKU, train sales teams on the Business Value pillars. • On request provide analytics and support to the GM/ Sales Director / BDM • Manage meeting minutes across the business as requested by the GM. • Assist in the preparation & distribution of National and Regional sales budgets and sales plans. • Create and manage additional sales reporting as requested by the GM to assist in management of the national sales team. • Prepare other reports as required 	

Health and Safety	All employees and contractors are responsible for complying with relevant OH&S legislation and policies.	
	<p>This will include in particular:</p> <ul style="list-style-type: none"> • Taking care of themselves and others. • Cooperating with instructions including Safe Work Method Statements, Safety and other Procedures and Training • Not interfering with or misusing safety equipment • Reporting all hazardous situations 	
	Essential	Preferred
Qualifications/ Education	<ul style="list-style-type: none"> • Tertiary qualified in Business/Statistics • Minimum 2 years' experience in a similar role • Thorough understanding of data analysis. • Highly developed Excel and numeracy skills. 	

Technical Skills (incl. experience and Knowledge)	<ul style="list-style-type: none"> • Experience with data analytics • Ability to interpret data and market trends and share updates in line with demands • Ability to work under pressure • Strong Analytical and presentation skills & ability to communicate data in to different audiences. • Ability to layout work in correct business manner • Strong attention to detail • Previous experience in a Commercial / Trade/ Sales role • Experience within the shipping industry • Strong administration skills • Ability to function as part of a team in a multi-skilled environment • Strong analytical and problems solving, including a high level of numeracy. • Sound interpersonal skills and the ability to deal with all levels of an organization. • Demonstrated ability to prioritize and meet deadlines. • An understanding of both 'macro' and 'micro' business fundamentals. • Logical and strategic thinker. • Result orientated • Strong working knowledge of Microsoft Office including Excel 	

	Essential	Preferred
Personal Skills	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Ability to meet deadlines and priorities • Strong analytical skills • Ability to work autonomously and unsupervised • Ability to work on multiple tasks and in a pressurized environment 	

Reviewed by:

Position:

Approved by: Katherine Ivosevic

Position: Director HR & Office Services - Oceania

Declaration

I have read and understood the above Position Description and I undertake to perform these tasks to the best of my ability.

Signed: _____

Date: _____