



## POSITION CARD

### DOCUMENT HISTORY \_ VERSION

CREATED: 03.2023

VERSION HISTORY: 1

<b>Position:</b> Trade & Pricing Representative	<b>Company:</b> Arkas Hellas
<b>Department:</b> Commercial	<b>Report to:</b> Commercial Manager
<b>Position Holder:</b> Pinar Caylan	<b>Location:</b> Piraeus
<b>Replaced by:</b> Elli Samoladou	<b>Function:</b> Trade Pricing
<b>Manager/Individual Contributor:</b> Ind. Contributor	<b>Budget Responsibility:</b> No

### Purpose of the Position:

Responsible for daily handling commercial requests between Arkas Hellas and Line, and supporting Commercial Manager. Preparing related reports in order to reach the objectives of the Line in accordance with the predetermined Trade & Pricing and sales guidelines of Arkas Hellas.  
Provide inland rates to Arkas Agencies and clients.

### Key Accountabilities:

- Scrutinize sales requests before sending freight requests to Arkas Line and make sure that they match with agency commercial policy and Lines needs.
- Keep close Communication and co-operation with Arkas Line Trade Department to achieve competitive freights for sales team, receive info about services updates and changes.
- Input freights to all the systems serving the lines and gather respective approvals.
- Filing Rates
- Support Commercial Manager in all trade and pricing activities, i.e negotiations with the Line, targeting markets.
- Gather information for market developments from sales team, agents & Line and keep an updated file for competition services and rates for teams' market knowledge.
- Help the C.M to gather information and data for reports he will prepare and provide to Arkas Line or MD
- Provide trucking and local rates to Arkas agents according to instruction & Arkas Hellas commercial policies
- Follow up on tenders' nominations (global accounts) on monthly basis
- Follow up policy, update special & regular tariffs in the system
- Generate report for inland transport services, on monthly basis



#### **Additional tasks:**

- Keep updated records and document existing and potential volumes per customer resulting to targeted quotations and sales leads.
- Remain up to date with developments reg. import - export bookings of owned customers.
- Support market analysis providing info by customers to Trade and Pricing in order to implement the specified marketing and sales policies.
- Prepare / send and follow up offers to clients.
- Maintain data of owned clients portfolio in CRM and / or other sales systems.
- Follow Annual budget/ targets on monthly basis.
- Collect & cross check market info before sharing with commercial unit and C.M.
- Prepare sales reports as required and /or be able to present them in commercial meetings.
- Follow up and /or deliver projects set by Commercial Manager.
- Attend meetings with trade and pricing team.

#### **General Responsibilities:**

*Responsibilities that apply to everyone who works at Arkas Hellas Group*

- Follow general company's policies.
- Respect colleagues and embrace diversity.
- Be consistent with company's values.
- Put customer in the center of all daily activities.
- Support and quickly adapt any innovations and changes within company

#### **Knowledge and Competencies:**

*Qualifications that are necessary for someone to fill the position*

- University graduate ideally in Shipping
- 2 years of relevant experience
- Very good command of English (both verbal and written)
- Very good PC skills (specially in excel)
- Ability to work under pressure
- Very good communications skills
- Familiarity with reporting tools

#### **APPROVALS**

**POSITION HOLDER: PINAR CAYLAN**

**M.D. People, communications and shares Services: WANDA COSTOPOULOS**

**MANAGER (of the position): NIKOS SAKATIS**