



POSITION CARD

DOCUMENT HISTORY_ VERSION

CREATED: 03.2023

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VERSION HISTORY: 2

Position: Trade Pricing Representative	Company: Arkas Hellas
Department: Commercial	Report to: Sales & Marketing Manager
Position Holder: Vaggelis Sklaviadis	Location: Piraeus
Replaced by: Sales & Trade Pricing Representative	Function: Trade & Pricing
Manager/Individual Contributor: Ind. Contributor	Budget Responsibility: No

Purpose of the Position	
Responsible for daily handling commercial requests between Arkas Hellas and Line. Prepare related reports to reach the objectives of the Line in accordance with the predetermined Trade & Pricing and sales guidelines of Arkas Hellas.	

Key Accountabilities:
<ul style="list-style-type: none">• Scrutinize sales requests before sending freight requests to Arkas Line and make sure that they match the agency commercial policy and Line's 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 the Commercial Department in all trade and pricing activities, i.e. negotiations with Line, target markets• Gather information on market developments from the sales team, agents & Line and keep an updated file for competition services and rates for teams' market knowledge• 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 on inland transport services, on monthly basis



Additional tasks:

- Keep updated records and document existing and potential volumes per customer resulting in 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 Sales & Marketing Manager
- Prepare sales reports as required and /or be able to present them in commercial meetings
- Follow up and /or deliver projects set by Sales & Marketing 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 customers 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: VAGGELIS SKLAVIADIS

M.D. People, communications and shared Services: WANDA COSTOPOULOS

MANAGER (of the position): PINAR CAYLAN KOUFOS