

Job Profile

Private & Confidential

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**Sales Rep BDO/
, Thomas International**

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JOB DESCRIPTION

The results of the completed job profile suggest that the competences required by the jobholder should include the ability to:

- Provide optimum levels of leadership, if required, encouragement, training and support in order to help others achieve their results and meet their budgets.
- Mentor, counsel, coach and generally support those who are not confident in their area of competence, building morale and personal esteem and generally encouraging others to give their best performance.
- Create a positive and innovative atmosphere which encourages people to commit themselves to the task in hand and where necessary, go beyond the call of duty in order to achieve their key objectives.
- Remain confident when dealing with negative situations, convince others to have ideas and create new options, as well as encouraging and enthusing them to come up with imaginative solutions to difficult problems.
- Focus and push both self and others if required to achieve targets, budgets and results despite any opposition or antagonism on route.
- Challenge the status quo in order to achieve a culture dedicated to continuous improvement and best practice.
- Be firm and persistent when expressing views and provide thoughts and ideas to overcome problems once the situation has been properly debated.
- Bring a sense of urgency to situations, demonstrate an active approach, be willing to get involved in order to increase the pace and achieve goals and objectives.

The Job Profile indicates that the person in this job should be friendly, assertive, independent, quick paced and have the ability to motivate others. Contactability and communication are also likely to be key notes, as the job environment may require the active influencing and persuading of a variety of people in changing situations. The generation of many contacts and involvement in selling a product or concept by gaining willing acceptance may be important within the function. The incumbent should enjoy challenging situations and have the flexibility to work in an unstructured environment where there is freedom to act and the authority to take decisions. The job will best be fulfilled by a person who is self-confident, enthusiastic, friendly, positive, self-starting, competitive, venturesome, mobile, active, alert and independent. The achievement of results through people is important to the function.

Please bear in mind that the full analysis and points to review should be taken into consideration when comparing a person's profile with a Job Profile. Equally, biographical data should also be evaluated.

INTERVIEWER'S GUIDE - JOB DESCRIPTION

Sales Rep BDO

The following statements are applicable to the Job Profile which has been established for the position of Sales Rep BDO.

If you are in agreement with the majority of these statements, then the Job Profile which has been created for this position is likely to be a reliable and relevant representation of the actual job requirements.

Influence (High I)

- The possession of leadership and motivational skills will be vital to success in this function.
- Those candidates or incumbents who are able to establish and cultivate meaningful inter-personal relationships will be at a distinct advantage.
- The creation of a positive and friendly work place will often be expected of the job holder.
- The job will best be filled by those who are able to participate naturally and willingly with others.
- Influencing and motivational skills are critical requirements for incumbents.

Dominance (High D)

- The job requires the ability to handle objections effectively.
- Problem solving capabilities will often be demanded of the person occupying this position.
- Experience and skills in dealing with opposition and very assertive people will be necessary.
- The achievement of pre-determined objectives is of vital importance.
- The ability to solve problems and implement appropriate remedial measures will be expected of the incumbent.

Compliance (Low C)

- Preferred candidates will demonstrate a propensity for undertaking important assignments independently and with a desire to do so even if this means working unconventionally.
- Being venturesome, enjoying risk-laden challenges and operating outside normally accepted limits of authority will, in many instances, separate successful incumbents from the 'also rans'.
- Those incumbents who are willing to engage in innovative ways of handling assignments and who are willing to risk criticism and censure from more conservative superiors may often be rewarded with their praise and respect for above-average results.

- Being innovative, independent of thought and willing to venture boldly into the unknown will often yield more than the desired and most rewarding outcomes.
- Superior performance will be expected from those candidates capable of showing initiative, willing to challenge established practices and who are prepared to work independently of precedent or rules.

Steadiness (Low S)

- A serene, relaxed and easy-going activity level will seldom be tolerated in this role.
- Patience, leniency and stability are values that may have to be sacrificed in order to succeed in this position.
- The ability to demonstrate flexibility in approach and an anxiety to complete assignments on time are important factors for success.
- A style that is energetic and restless is likely to be compatible with the more dynamic and fast paced demands of this job.
- Above average mobility, being self-critical and flexible are some of the values that will be sought after.

D I^{Job} S C

