

	POLICY JOB DESCRIPTION	Document No. 012
Date Revised : 16/02/2016	Authorised By : JH	Signed:

FOR: Applicants
FROM: March 2017
JOB DESCRIPTION: MLC Flooring Champion

MAIN DUTIES:

- **Big Box Retail Stores in conjunction with MLC field reps**
 - Attendance at ladies' nights and other store functions as arranged by MLC.
 - In store training as planned by MLC
 - Key account visits in conjunction with MLC team members and/or TL
- **Specialty flooring stores**
 - Visit and represent Woodland flooring product
 - Close sales
- **Architect specification program**
 - Represent and sell Woodland flooring to architects NZ wide
 - Attendance at architect functions
 - Facilitate the specification of Woodland flooring by architects
 - Assistance in developing an architect friendly system for Woodland flooring
- Available by phone for technical support and troubleshooting
- Field visits to sites for technical support and troubleshooting as arranged by MLC
- Update the MLC CRM with relevant details after each visit
- Other projects that may arise as directed by MLC management

OBJECTIVES:

- To carry out proposed activities and achieve the increased sales (1.3m to 2.6m) and GP targets for the 2017 financial year as per the flooring business development plan.
- Assistance and input into the MLC flooring marketing and development program.

MLC AND CUSTOMER TOUCHPOINTS:

- Weekly Mtg with team and TL.
- Monthly strategy Mtg for setting key outcomes and decision making.
- MLC to direct and be involved in key account meetings and the management of such.

KEY ATTRIBUTES REQUIRED:

- Ability to work weekends and after hours
- Availability to travel and be mobile
- Ability to manage people and projects.
- Dedication to the customers, the job and the company
- CRM management and follow up skills.
- Self-managing, professional, attitude.
- Representation of MLC values and conduct in the marketplace.

TRAINING AND BENEFITS:

- Uniform provided
- Company phone and laptop provided
- Various training courses as relevant to job role.

REPORTS TO: NZ Retail TL (David McQueen)
REVIEW: 6 Monthly

SIGNED FOR COMPANY.

SIGNED FOR EMPLOYEE.