







Industry Based Learning Program

Job Description



Job Title	Sales Support Associate NZ IBL		Dept	NZ Sales	
Line Manager Job Title	National Account Manager Sales NZ – Consumer Healthcare		Location	Auckland	
Key Responsibilities (10 bullet points maximum)					
Describe the key deliverables to be achieved by the IBL and the ongoing responsibilities of the role					
Set direction & inspire 	Work across boundaries 	Release energy 	Develop capability & talent 	Drive performance 	Live our values 
Ensuring your work supports your team's goals and the organisational priorities and applying sound judgement in all that you do.	Building trusting relationships within and beyond your team to achieve goals and contribute to the success of GSK.	Engaging constructively with others and demonstrating a positive mindset.	Equipping yourself with the skills and knowledge to do great work, now and in the future, and supporting others to do the same.	Holding yourself and others accountable for delivering quality results.	Acting as a role model, ensuring everything you do is in line with our values, serving patients and consumers.
Unique selling points of the IBL role					
Job Purpose					
The sole focus is to provide GSK Consumer Healthcare NZ Sales Support. This includes a wider brief that also includes various admin support for the Grocery and Pharmacy KA support channels. There will also be numerous administration requirements and support for the Office and the Finance division where required. The complexity of the JV requires extra sales support vs 2019/2020.					
Role resource split					
<ul style="list-style-type: none"> 80% Sales Support for National Account Sales team (Grocery & Pharmacy) 20% Admin Support General Office 					
Required Skills					
Describe the key skills and level of proficiency required for this IBL role (please see listed suggestions)					
Sales Support for National Account Team					
<ul style="list-style-type: none"> Facilitation of data input for internal Promotional submissions for KA team Inputs into Promotional Trackers for 2021 Promotional Plans Provide support for 2021 Customer Plans Maintain Parcel deal structures and instore deals for Foodstuff's Business Develop ad hoc one pager Category opportunities for instore support where required Facilitation of data input for forecasting submissions for KA team Facilitation of data input with SAP/CERPS & HCL pricing Key Validation of Sales invoices prior to Approval for KA team Supporting KA Team with some Top line IRI analysis & ROI and maintenance of dashboards Management of customer interface for VMI for select Accounts Supporting KA team by liaising closely with Supply Chain teams and HCL 					
Administration Support					
<ul style="list-style-type: none"> Coordination of admin support for CM NZ - raising PO's, expense processing, travel booking requirements Management of all stationery, incidentals, office support and courier requirements Updating all key contact distribution lists and Organisational charts Facilitation of all internal and external customer events including Sales Cycle meetings, CAM meetings etc. 					

- Coordinating/Supporting executional events with Key customers – Supporting New launch campaigns in market – Trade shows etc
- Ordering of sample stock, POS and raising PO's where required for NAM's/TM's
- Support key leadership team activities e.g.; monthly and quarterly meetings.
- Maintain filing system for formal supplier contracts and confidential documents - electronic and physical as per the GSK Retention Schedule.
- Organise induction for new staff i.e. schedule of meetings, phones, business cards, IT requirements etc.
- Distribute information to participants as required prior to or after key meetings
- Manage allocated office spend within budget allocated

Team Environment

- To contribute to a positive team environment by supporting others as needed, answering questions and providing thoughts on different solutions or options where required
- Member of the Social club - support team and activities.
- Actively contribute in monthly admin WIP meetings

GSK Policies and Procedures

- Attend training sessions
- Share information with temporary staff or team members to ensure appropriate action and expectations regarding practices, standards or policies
- Follows steps of all applicable policies and standards for the role
- Model expected behaviours consistently aligned with GSK expectations

Preferred Qualifications, Skills and Experience

- Relationship management skills with internal and external stakeholders.
- Effective organisation and time management skills with the ability to manage multiple tasks with minimal supervision
- Excellent written and oral communication skills
- Strong customer focus with agile learning ability
- Team player
- The ability to facilitate effective teamwork and participate in cross functional teams.
- Attention to detail
- Sense of urgency
- Completion of all identified GSK training requirements