



Retail Data Analyst

Roles and Responsibilities

- Prepare and submit timely and comprehensive weekly network sales, margins and purchase analysis reports
- Collect and prepare weekly and monthly station sales reports per station, per region and per TM for all products and services with explanations in liaison with the TM
- Prepare and analyse Network Pump Pricing reports liaise from the TM's data
- Ensure accurate bi- weekly reporting of sales (white products and lubricants)
- Collect and prepare monthly Retail Sales reports and explanations for variations with Budget
- Circulate this report to NBA, NOM, NM and the TMs with the comments on the performance.
- Liaise with the respective TMs to explain the performance of the different stations especially those below their targets.
- Work with NBA and assist TMs in day to day office activities while they are in the field
- To consolidate the above data via the FCC systems that will be coming from the stations
- Trouble-shooting of the FCC system on the software issues and linking with the technical teams to resolve the matters.
- Put in place KPI's to evaluate the efficiency of the FCC systems installed
- Train all the stakeholders that will either use of require the data from the FCC. Also train the station dealers who will be inserting data on the web based tool.
- Timely reporting
- Alerting TM's, NBA and NOM on KPI anomalies in stations
- Collection of relevant station data
- Analysis and submission of meaningful reports/graphs with recommendations to NBA & NOM
- Follow the trends on the network of stations in relation to sales , purchases , prices , stocking and profitability (margin) objectives as stipulated in the job dimension

Educational Qualifications

- Business related Degree is required : i.e. Accounting , Economics or Business Administration

Experience Requirements

- Working Knowledge of Spread sheets
- Job Holder needs to be analytical and responsive
- Good Communication/ Inter personal Skills/ Team Building skills
- Good Marketing/ Sales Orientation

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