

**JOB DESCRIPTION**  
**Sales & Purchasing Manager**

Under the lead and with the support of the Managing Director, the general and specific responsibilities of Employee shall include, but not be limited to, the following:

**1. General Responsibilities:**

- a. Provide scrupulously honest and ethical, management-level direction and leadership to Employer and all of the European, Middle Eastern, African and Asia Pacific business units and subsidiaries of Timeline Holding B.V or shareholders including Timeline GTS or Timeline GM B.V.
- b. Staff all positions reporting to you with excellent professionals who are fully proficient and effective in their roles;
- c. Represent Employer and EMEA AP in its dealings with customers, prospects, vendors, employees, candidates for employment and representatives of government agencies;
- d. Demonstrate behaviour and require the same of all employees reporting to you that at all times comports with all of the provisions of Employers Code of Business Conduct and Ethics.
- e. Ensure that every employee reporting to you is fully aware of his/her responsibilities under the EU Foreign Corrupt Practices Act (the "Act") and that all EMEA AP business activity comports fully with the requirements of the Act;
- f. Interact effectively with Timeline employees and agents outside of EMEA AP; and
- g. Grow EMEA AP's business in a profitable and fully sustainable fashion.

**2. Specific Performance Requirements:**

- a. Directly conduct Sales and Service activities on assigned accounts as need to support the commercial activities of the Employer
- b. Directly conduct Purchasing activities to support sales, service, inventory and other commercial activities on assigned accounts as needed by the Employer
- c. Initially Employee shall be individually responsible for achievement of their activities and overtime the Employer shall assign a team of Account Executives as per the business needs.
- d. Effectively and productively manage the assigned team of Account Executives, if assigned;



- e. Ensure the achievement of gross margin sales results that meet or exceed targets;
- f. Develop the assigned customer base for Timeline in EMEA;
- g. Manage the sales and purchasing funnel from prospect identification to sales closing and after sales and purchasing management;
- h. Participate in exhibitions, seminars and other corporate events;
- i. Ensure that all sales and procurement systems are well maintained and current; and,
- j. Be an active, positive team member who is seen by all as a strong contributor to the overall team performance.
- k. Without the prior written consent of Employer Managing Director, Employee will not perform any other work for pay during his employment term, nor will he, alone or with others, directly or indirectly, establish or conduct a business that is competitive with Employer's business, whatever its form, or take any financial interest in or perform work for such a business, whether or not for consideration.