



Job Title: Retail & Wholesale Managing Director

Company: Sun Tyres

Location: London, United Kingdom

Working Hours: 37.5 hours per week

Salary: £45,000 per annum

Benefit: 28 days holiday (pro rata, including UK public holidays)

Contract Type: Permanent, Full-Time

Application Type: Internal and External candidates

Start Date: ASAP

Application Opening Date: 25th June 2025

Application Closing Date: 7th July 2025

About Sun Tyres: Sun Tyres is the UK-based branch of Al Shabab Auto Accessories Trading Co. LLC, a well-established and reputable automotive retail and wholesale company headquartered in Dubai. We specialise in the sale and distribution of auto accessories and spare parts, wheel rims, and tyres. Our commitment to quality, convenience, and customer satisfaction continues to drive our growth and reputation.

Job Purpose: The Retail & Wholesale Managing Director will be responsible for overseeing all retail and wholesale operations at Sun Tyres. This key leadership role requires a proactive, hands-on manager who can ensure efficient operations, maintain high customer service standards, and drive business growth. The role encompasses full responsibility for staff performance, inventory control, vendor management, and financial reporting.

Key Responsibilities

- Appoint and supervise staff, allocate tasks, and regularly monitor and review performance.
- Liaise with staff to ensure timely and accurate communication of promotions, services, and product information to customers.
- Ensure adequate reserves of product are maintained and stock control procedures are followed.
- Examine product quality and regularly assess incoming supplies.
- Handle customer queries and complaints in a professional and timely manner.
- Authorise payments for received supplies and make decisions on pricing, discounts, and credit terms.
- Prevent wastage and losses by ensuring proper usage and accountability of supplies.
- Research and engage new vendors as needed while maintaining strong relationships with current suppliers.
- Compile and analyse weekly, monthly, and annual revenue and expense reports to support strategic decision-making.
- Ensure adherence to workplace health and safety standards and compliance requirements.

Person Specification

Essential:

- Extensive experience in a management role within retail or wholesale environments.
- Strong leadership abilities with a focus on performance development and accountability.
- Proven experience in customer service and conflict resolution.
- Sound commercial acumen with experience managing budgets and reporting.
- Proficiency in stock control and vendor management.
- Excellent organisational and time management skills.
- Clear written and verbal communication skills.
- Understanding of workplace health and safety legislation.
- Proficient in English and Arabic.

Desirable:

- Background in the automotive or tyre service industry.
- Experience with stock and sales systems.
- Experience in international import and export of automotive accessories.

Why Join Us?

- Competitive salary package
- Opportunity to work in a growing and dynamic business
- Friendly and supportive team environment
- Career development opportunities within the company

Additional Information: This is a permanent, full-time role based in London. The role requires a motivated individual ready to contribute to operational excellence in a fast-paced environment.

Application Process: To apply, please email your **CV and a cover letter** detailing your relevant experience and why you are suitable for the role to **HR@Sunt tyres.com**.