



Career Opportunity

1. DETAILS	
DIVISION:	Sales
JOB TITLE:	Sales Rep – Intermediate – Jet Park
REPORTING TO:	Branch Manager
COMMENCEMENT DATE:	To Be Confirmed
APPLICATION CLOSES:	29 May 2024
2. JOB SPECIFICATION	
Sales	<ul style="list-style-type: none"> Responsible for sales budgets in area of responsibility Building and sustaining customer relationships Cold calling and developing new business.
Customer Service	<ul style="list-style-type: none"> Assisting customers with their Personal Protective Equipment requirements, providing a solution to a problem Manage and resolve customer complaints. Facilitating the follow through of an order
Admin	<ul style="list-style-type: none"> Maintain and submit weekly and quarterly reports and or presentations. Submitting quotes within a timeously manner Efficient weekly planning
Other	<ul style="list-style-type: none"> Customer appointments/visitations Achieving annual and monthly budgets agreed upon. Update weekly reports on daily activities. Update and submit monthly reports. Generating quotations and following up on initial orders being placed and ensuring stock is invoiced and delivered.

Key Responsibilities:

Management

- Achieving growth through all sales teams to achieve service and retention targets.
- Ensuring a deep understanding of the local area and its drivers of value creation.
- Managing sales, costs and resources for maximum value against plan.
- Monitoring & delivering the required levels of customer satisfaction.
- Relationship Management.

Sales:

- Setup best mix of products for customers
- Promote products with customers
- Quotes to contracts customers
- Complete customer profiling
- Meet sales budgets
- Customer Training
- Resolve customer complaints regarding sales and service.
- Oversee sales support managers and their staffs.
- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Determine price schedules and discount rates.
- Review operational records and reports to project sales and determine profitability.

KEY PERFORMANCE AREAS

Stock Control

- Analyse inventory and take necessary action to reduce slow and non-moving stock and to optimize stock turn.
- Focus on house-brands, to ensure sufficient stock level based on the available consumption reports

Customer Service

- Ensure that customer service levels are kept at agreed levels.

3. PERSON SPECIFICATION

Qualifications	a) Matric essential
	b) Tertiary qualification
Experience & Other Attributes	a) Computer Literacy essential – Microsoft Office
	b) Sales
	c) Administration (to ensure correct procedures / controls are in place)
	d) Proven track record - Marketing, Store Management & Sales Achievement
	e) Business Management
	f) Willing to travel across the country as and when required

4. REQUIREMENTS

(In line with the EMPLOYMENT EQUITY objective)

- Employment Equity Applicants would be preferred.
- Preference will also be given to people with a disability who will be able to operate within the operational requirements and in the present physical facilities available in the organization.

Please apply in writing together with your CV to: Email: recruitment@selectppe.co.za

Internal applicants are to discuss their applications with their Line Manager before applying. Should you not hear from us within 2-3 weeks after the closing date of this application, please consider your application unsuccessful.