

Sales Representatives/ Consultants

The Sales Representative or Consultant is responsible for the management, supervision and control of their customers within their identified target markets. They are also responsible for the identification of sales opportunities and ensuring the achievement of the revenue targets and growth targets.

We look for individuals who have:

- Minimum 2 years sales experience with proven track record
- Experience within the Office Automation/Photocopier industry (an advantage)
- Excellent verbal and written communication skills
- Excellent negotiation skills

We look for individuals who are:

- Competitive and Goal Orientated
- Optimistic Self-starters
- Creative problem solvers
- Customer-centric

An individual would be responsible for the following duties and responsibilities:

Planning and Forecasting

- Assisting in the development of plans, targets and objectives for the target market plans
- Assisting in the development of budgets sales forecasts and to maintain and update forecasts on a weekly and monthly basis
- Developing, managing and completing weekly / monthly sales forecasts
- Implementing corrective action for non-achievement of targets

Executing day to day Sales activities

- Achieving assigned weekly and monthly call and visit targets and meeting of pre-defined goals
- Maintaining accurate database of customers
- Thorough identification and documentation of prospects needs, expectations, and priorities
- Appointment preparation activities including research and scheduling
- Timely completion of required paperwork and reports
- Self-directed continuous improvement of sales and technical knowledge
- Assisting in the development of an assigned sales territory, following up sales enquiries and qualifying sales
- Customer query handling, resolution, and escalation
- Provide customers with monthly reports as per customer requirements

Managing and maintaining relationships

- Managing and maintaining good customer relationships
- Liaising and communicating with internal department
- Liaising with Customer Support in service department to ensure customer service requirements are met

If you meet these requirements and would like to be added to our database, send your CV to: hr@kyoceramita.co.za