

ACTOM ELECTRICAL PRODUCTS

SALES REPRESENTATIVE

REPORTS TO: Sales Manager / Branch Manager

MINIMUM EDUCATION: Matric plus N3

REQUIRED EXPERIENCE: 3 – 5 years related experience.

ADDITIONAL: Good interpersonal skills, experience with tendering. Good product knowledge. Knowledge of the markets and opposition. Good negotiating skills. Knowledge of company procedures, experience in dealing with wholesalers, contractors, municipalities, consultants and architects.

ACTIVITIES: Attains set sales targets. Assesses customer needs. Calls on existing customer base. Expands customer base. Sees to customer services and back up.

- K.P.A.
- 1) Maintains customer contact, calls on existing and new client base to ensure growth in sales.
 - 2) Assesses customer needs.
 - 3) Promotes all company group products.
 - 4) Provides product back up upon request.
 - 5) Provides market strategies of opposition and market trends.
 - 6) Assists in the compilation of quotations.
 - 7) Obtain, monitor and submit tenders.
 - 8) Ensures customer satisfaction and service.
 - 9) Submits weekly call reports and call plans.
 - 10) Promotes the image of ACTOM in the marketplace.
 - 11) Keeps customer records.
 - 12) Keeps up to date with product developments and product capabilities.
 - 13) Any other reasonable duty requested by Manager.

SIGNED (JOB HOLDER)

(DATE)

SIGNED (MANAGER)

(DATE)