

Career Opportunity

1. DETAILS

DIVISION:	Sales
JOB TITLE:	Sales Rep – Intermediate – Western Cape
REPORTING TO:	Regional Sales & Branch Manager - Coastal
COMMENCEMENT DATE:	To Be Confirmed
APPLICATION CLOSES:	13 May 2025

2. JOB SPECIFICATION

Sales

- Responsible for sales budgets in area of responsibility
- Building and sustaining customer relationships
- Cold calling and developing new business.

Customer Service

- 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

- Maintain and submit weekly and quarterly reports and or presentations.
- Submitting quotes within a timeously manner
- Efficient weekly planning

Other

- 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:

- Set up the best mix of products for customers
- Promote products with customers
- Quotes to contracts customers

KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Complete customer profiling • Meet sales budgets • Customer Training • Resolve customer complaints regarding sales and service • Oversee sales support managers and their staff • 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 on project sales and determine profitability
	<p>Stock Control</p> <ul style="list-style-type: none"> • 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 <p>Customer Service</p> <ul style="list-style-type: none"> • Ensure that customer service levels are kept at agreed levels.
3. PERSON SPECIFICATION	
Qualifications	a) Matric essential
	b) Tertiary qualification
Experience & Other Attributes	c) Computer Literacy essential – Microsoft Office
	d) Sales
	e) Administration (to ensure correct procedures / controls are in place)
	f) Drivers License & personal car
	e) Proven track record - Marketing, Store Management & Sales Achievement
	f) Business Management
	g) Willing to travel across the country as and when required
4. REQUIREMENTS (In line with the <i>EMPLOYMENT EQUITY</i> objective)	
<ul style="list-style-type: none"> ▪ 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.