

# Rectron Job Specification



## Sales Consultant

**Job Title:** Sales Consultant  
**Reports to:** Sales Manager

**Department:** Sales  
**Branch:** Midrand

**Approved By:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Job Holder:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

### Job Purpose

The main purpose of the job is to maintain and grow the Rectron client base through promoting and selling the full Rectron product range.

- Work with allocated dealer base that is assigned.
- Grow this dealer base on a monthly basis in line with customer breadth target given.
- Maintaining the information on the dealer base relating to the customer contact and staff and aligning with system.
- Achieve Turnover target on set Dealer Base
- Assisting all customers with queries, quotes and orders.
- Ensure customers are up to date with specials and promotions and mailers.
- Informing the dealer base of new content uploaded on the reseller portal where relevant
- Build good relationships with your clients, maintain professionalism
- Escalate problems to the Sales or Product Managers timeously
- Selling key components as required by management or PM.
- Complete all allocated Product training as necessary
- Send all orders timeously through to order processing
- Manage Dealer Base of Credit availability and highlight problems to accounts department.
- Assist with other job-related duties as and when required
- General admin and upkeep of database
- General update and maintenance of all admin and filing
- Represent Rectron at trade exhibitions, events and demonstrations when required
- Attend product training, online and physical and know the relevant product range.
- Complete any and all online training required within the required timeframe.
- Attend product related and sales events when requested
- Work within the team to achieve personal and team targets
- Help the team when needed with mails and calls.

## Education/Qualification, Skills and Experience

### Education/Qualification

- Matric or higher education

### Skills & Competencies

- Strong customer relationships
- Good communication & Listening Skills
- Telephone Etiquette
- Motivated by additional sales
- Ability to work under pressure
- Well disciplined' individual
- Team Player

### Experience (experience required for the job)

- Minimum of 2 years' experience in a sales environment in a professional organisation with references
- Exceptional customer service experience.
- Computer Literate (Excel and Outlook vital)

**At Rectron, we are committed to our Employment Equity initiatives and employ according to our EE targets.**