



VACANCY
Sales Representative
Public Market
Eastern Cape

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General Information

Title	Sales Representative
Department	Sales
Region	Eastern Cape - Umtata
Current Job Holder	Vacant
Reporting to	Regional Sales Manager

Details of Position

A Sales Representative works directly with customers throughout all sales process phases and identifies customers' needs, pitches relevant products or services, promotes and sells products, provides training, and merchandise, and ensures a positive customer experience from start to finish.

Key Roles and Responsibilities

Merchandise

- ✓ Assemble product displays.
- ✓ Pack merchandise.
- ✓ Replenish stock.
- ✓ Return stock to the company when needed.
- ✓ Report no-stock situations to the Regional Sales Manager.
- ✓ Control in the Wards – ensure the ward has sufficient stock to cover needs.
- ✓ Take orders from Wards to stores and move stock back to Wards.
- ✓ Expiry date organisation (FIFO).

Sales

- ✓ Identify opportunities for product expansions.
- ✓ Convince customers to buy the product.
- ✓ Cultivate orders, identify and attain new clients, and identify gaps or possible problems in the market.
- ✓ Attend expos, sponsorships, conferences, etc.

Maintain Customer Relationships

- ✓ Contact, approach, and build good relationships with all relevant individuals in all facilities, especially Depo Managers, IPC Directors, Matrons, etc.
- ✓ Resolve customer queries if needed or refer to the Senior Sales Representative/Regional Sales Manager.
- ✓ Visit hospitals/clinics regularly as per the planner.
- ✓ Cover the whole territory quarterly.

Training

- ✓ Ensure correct usage of our products.
- ✓ Determine customer's training needs.
- ✓ Arrange for training in client staff on company products with the Sales Representative/Senior Sales Representative/Regional Sales Manager.
- ✓ **Night training**
 - ~ In the evening up to 9 pm
 - ~ Where suitable
 - ~ With the safety of driving in mind
 - ~ Important aspects of your job and development of your territory.
 - ~ Training register
- ✓ **Day training**
 - ~ Training for all facilities/ward
 - ~ Training register



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Relationships

- ✓ Forms long-term collaborative relationships with clients of all levels to deliver work.
- ✓ Builds strong customer relationships and delivers customer-centric solutions.
- ✓ Works collaboratively with others to meet agreed objectives.
- ✓ Proactively identify blockers and enablers within the client's environment.
- ✓ Be able to assist in building compelling pitches for clients.

Knows when to escalate matters timely for resolution to the relevant people

- ✓ Not dependent on direct management for motivation, should be able to self-initiate what works and what does not.
- ✓ Portray collaborative attitude
- ✓ Provide feedback, upward.

Company policies and procedures

- ✓ All employees are to follow all company policies and procedures to ensure the smooth running of the organisation.

Any other tasks that may be added over and above this, from time to time.

Skills, Competencies, and Attributes

- | | |
|---|--------------------------|
| ✓ Maintaining and growing customer relationship | ✓ Reliable |
| ✓ Product knowledge | ✓ Honest |
| ✓ Communication with team members | ✓ Trustworthy |
| ✓ Negotiation | ✓ Hardworking |
| ✓ Deliver product demonstrations | ✓ Team player |
| ✓ Meeting or exceeding sales goals and targets | ✓ Active listener |
| ✓ Generating leads | ✓ Adaptable |
| ✓ Understanding customer needs and requirements | ✓ Confident |
| ✓ Administration (create a sales report etc) | ✓ Communication |
| ✓ Computer skills (Microsoft Office) | ✓ Customer focus |
| ✓ Valid driver's license with good driving skills | ✓ Charisma |
| ✓ Roadworthy vehicle | ✓ Empathy |
| ✓ Professional, clean, and neat appearance | ✓ Enthusiasm |
| ✓ Time Management | ✓ Interpersonal skills |
| | ✓ Emotional intelligence |

Qualifications & Experience

1. Grade 12
2. Certificate/Diploma in sales or relevant qualification
3. Two -Three years experience

Salary includes: Basic, Commission, and other benefits. Discussed during the interview.

Application closes: 31 January 2025

Please send your CV, ID, and Valid driver's license to butho@drtemp.com to apply for this position.

If you have not received any feedback, please note that your application was unsuccessful.