

JOB DESCRIPTION

Job Title: Industrial Sales Representative
Department: Sales

Reports to: Chief Executive Officer
Supervises: NIL

1. JOB PURPOSE/JOB SUMMARY:

To market and sell the Company's products and services to new and existing industrial and commercial clients. The ideal candidate must have experience with industrial sales, and has the initiative to build a recurring customer base. He/she should be motivated by challenges and can naturally deliver exceptional customer service. High energy, commitment to learning and flexibility are key to this individual's contribution to the growth of the business and excelling in their role.

2. KEY RESPONSIBILITIES:

1. Evaluates, seeks out and sources new business opportunities.
2. Meets and exceeds sales quotas by product/Brand.
3. Maintains and grows assigned accounts and generate leads from new customers.
4. Keeps abreast of changing market and customer requirements; and working in conjunction with Marketing to develop appropriate strategies to address.
5. Prepares, submits and follows-up on quotes and provides product information to customers, as needed.
6. Participates in team meetings and helps to further develop the Company's growth strategy.
4. Establishes and maintains relationship with customers.
5. Maintains regular contact with customers to ensure the sale and marketing of the Company's product.
6. Assesses job specification and makes recommendations to customers.
7. Prepares quotations and costing for potential jobs.
8. Follows-up on customer orders and assists in the collection of payments.
9. Supervises the installation and commissioning of jobs on customers' site as required.
10. Keeps customer informed of new product and technological developments.
11. Maintains a high level of professionalism at all times.
11. Continuously gathers market intelligence and monitors competitors' strategies re: pricing, promotions etc.
13. Interacts with suppliers to determine pricing, and follows up on quotations and delivery.
14. Liaises with the Stores and Purchasing Departments to follow-up ordering and receipt of goods.
15. Works in conjunction with the Service Department to provide/facilitate equipment servicing and repairs.
16. Makes product demonstrations and routine checks on customers' equipment as required.
17. Submits daily Sales Activity Report.

HSE RESPONSIBILITIES:

18. Knowledge and awareness of all HSE policies and procedures.
19. Compliance with HSE policies and procedures on all job functions.
20. Report near misses and accidents immediately and in the prescribed format.
21. Compliance with the specific requirements for PPE as is required by job function.
22. Attend all safety training, meetings, seminars etc as instructed by management.
23. Any other related duties as assigned.

JOB DESCRIPTION

3. JOB SPECIFICATIONS:

Education:

- Bachelor's or Technical Degree or Diploma
- Certified Sales training

Experience & Skills:

- Proficiency in Microsoft Office Suite
- At least three (3) years in Industrial Sales
- Proven ability to expand sales from new and existing customers
- Be industrially / mechanically inclined
- Excellent oral and written communication and interpersonal skills.
- Must be self-motivated and goal oriented.