

JOB DESCRIPTION FORM

Job Title	Sales Representative
Location	To be defined
Department / Section	Operations
Contract Type	Permanent
Reference	JDOP(country)008

Job Core Functions:

Support the sales department in its continuous drive to sell by applying, maintaining existing procedures and standards and meeting targets set.

Main Duties

- Maintains loyalty from existing customers based on regular review visits
- Call on potential new customers to demonstrate products and attempt to win new markets
- Acts as information channel between a company and its products and existing potential markets
- Contact clients to negotiate terms of an agreement and use persuasion skills to conclude sales
- Gather market and customer information
- Negotiate variation in price, delivery and specifications
- Advise on forthcoming product developments and discuss special promotions
- Trouble-shoot in matters of documentation, delivery, service and parts
- Check quantities of goods in stock
- Determine the appropriate order needed to secure a healthy stock and negotiate with the manager
- Record sales and order information and send copies to the purchasing and billing department
- Reviewing own sales performance
- Feed back the sales manager with gathered information on future market trends and developments
- Follow up any offers, invoices, delivery of goods with the purchasing and billing Department
- Follow up the collection of aging receivables with the Chief Accountant.

Key Results Area

Sales target met, customer satisfaction and awareness, collection efficiency.

Internal and External Communication Channels

Internally needs to have a close working relationship services, finance, P&B
Need for effective working relationship with all customers, vendors,

Relationships:

Report directly to Sales Manager
Supervise none

Education

The candidate shall have a BA in Business, sales/marketing or other equivalent. MBA a plus

Other Qualifications

- At least 3-5 years of relevant experience in managerial position
- Very good command of English and Arabic, French a plus
- Positive; meets challenges with a 'can do' attitude
- Good understanding of customer and market dynamics and requirements

Resources Required

Human:
Equipment: PC, professional software
Others:

Competencies:

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| <ul style="list-style-type: none">• Dependability, and ethical integrity |
| <ul style="list-style-type: none">• Good negotiation skills |
| <ul style="list-style-type: none">• Persuasive, with good interpersonal and presentational skills |
| <ul style="list-style-type: none">• Out of the box thinker and creative problem solver - personal flexibility |
| <ul style="list-style-type: none">• Emotional control |
| <ul style="list-style-type: none">• Good knowledge of IT tools, CRM, MS Office |

Extra Benefits

Disclaimer Clause

Other duties or special projects may be assigned to the job holder as deemed necessary by the work

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