

## Job Advertisement

**Position Title:** 2 x Spares Sales Consultant: Bus Africa Importation (Pty) Ltd (BAI)

**Division:** Sales

**Reports To:** Spare Parts Manager

**Site:** Boksburg

- 1 year contract to gain work experience
- Submit your CV and Academic transcripts to [wisani@baigroup.co.za](mailto:wisani@baigroup.co.za)
- On the subject line, write Spares Sales Consultant
- Only emailed applications will be considered
- Telephone applications will not be attended to
- Closing Date: 22 February 2018

### Position Summary:

To identify the correct part or a suitable substitute based on an examination of the damaged part or the customer's description of the problem or requirements then quoting clients accordingly.

**Important note:** The below duties are a guideline. We are a small and entrepreneurial company that often requires people to complete different functions out of the scope of their regular job functions.

### Position Details:

Key Accountabilities	Indicators of Effectiveness
<p><b>Sourcing spare part numbers</b></p> <ul style="list-style-type: none"> <li>• Source correct spare parts numbers using either Cummins or Yutong spares system</li> <li>• Verify correct part number for VIN number</li> <li>• Check for alternate part numbers as applicable</li> </ul>	
<p><b>Quotes</b></p> <ul style="list-style-type: none"> <li>• Generate quote for client, according to parts list generated</li> <li>• Quote to match client profile</li> <li>• Same day quote turnaround</li> <li>• Follow-up quotes given to ensure receipt</li> <li>• Where necessary, check quotes with management to ensure accuracy</li> </ul>	
<p><b>Availability of stock</b></p> <ul style="list-style-type: none"> <li>• All quotes to include stock availability</li> <li>• Where no stock availability, air freight pricing to be calculated and included in quotation</li> <li>• Where air freight is not applicable, container pricing to be calculated and included in quotation</li> <li>• ETAs should be advised at all times where no stock availability</li> <li>• Stock availability is a crucial function of the spares sales consultant as client needs to be</li> </ul>	

Key Accountabilities	Indicators of Effectiveness
<p>offered a solution, and not an unsolved problem</p>	
<p><b>Process orders and/or invoices</b></p> <ul style="list-style-type: none"> <li>• After quoting, process orders received, and invoice out of stock</li> <li>• Generate back order where no stock availability.</li> <li>• Generate delivery notes as required</li> <li>• Where necessary assist with pulling of stock to provide to customers</li> <li>• All goods to be invoiced to customers only where an account exists. All other orders to be processed as cash transactions (per client name).</li> <li>• Ensure that invoices are generated on client names, and not under cash account wherever possible</li> <li>• Where necessary, assist with packaging parts for customer deliveries/collection.</li> <li>• Make bookings with courier companies as per customer request.</li> <li>• Ensure that courier tracking details and/or invoices are promptly sent to the customer, as soon as goods have been dispatched.</li> </ul>	<ul style="list-style-type: none"> <li>• Same day turnaround on quotations</li> </ul>
<p><b>Receiving stock</b></p> <ul style="list-style-type: none"> <li>• Assist with receiving stock from containers, and checking quantities versus packing lists</li> <li>• Assist with receiving air freight spares as per packing lists, and verifying quantities.</li> <li>• Assist with receiving stock from Cummins deliveries, and checking quantities as per invoices/delivery notes</li> <li>• Where required, assist with packing of parts onto shelving in the warehouse</li> <li>• Ensure all faulty credit stock is returned to supplier in a timely manner</li> <li>• Ensure all paperwork associated with credits are complete and recorded accurately</li> <li>• Liaise with the Spare Parts Manager to ensure complete attainment of all credit requests</li> </ul>	<ul style="list-style-type: none"> <li>• Credits or replacement stock obtained for all returned stock.</li> <li>• A documentation and/or credit request for all outward goods is correct and done quickly.</li> <li>• 100% match of packing slip vs. goods received</li> <li>• All details, variances, and discrepancies in received stock is recorded accurately and communicated to Spare Parts manager</li> <li>• Claims are actioned immediately</li> </ul>
<p><b>Back orders</b></p> <ul style="list-style-type: none"> <li>• Monthly review of back orders with selected customers.</li> <li>• Prompt invoicing of back orders as soon as Cummins/containers/air freight parts come into stock.</li> </ul>	
<p><b>Spares ordering input</b></p> <ul style="list-style-type: none"> <li>• The consultant should keep a list of parts that are frequently out of stock, or are</li> </ul>	

Key Accountabilities	Indicators of Effectiveness
frequently requested to ensure that correct spares are ordered and/or stocked in future.	
<b>Stock Taking</b> <ul style="list-style-type: none"> <li>• Available to assist in bi-annual stock taking</li> </ul>	
<b>Quarterly Newsletter</b> <ul style="list-style-type: none"> <li>• Keeping track of frequently asked questions, in order to help build content for quarterly newsletter</li> <li>• Provide input to sales administrator with regards to content required for newsletter</li> </ul>	

## Necessary Skills and Attributes:

Skills and Attributes	Details
Similar work experience	<ul style="list-style-type: none"><li>• Newly Graduates</li></ul>
Travel for work	<ul style="list-style-type: none"><li>• The position requires seldom travelling, but where necessary, client visits and deliveries will be done.</li></ul>
Qualifications	<ul style="list-style-type: none"><li>• Matric</li><li>• A tertiary National Diploma Engineering Qualification</li><li>• First preference shall be given to Mechanical and Industrial Engineering graduates</li><li>• Strong business/commercial acumen</li><li>• Computer literate</li><li>• Drivers License</li></ul>
People skills	<ul style="list-style-type: none"><li>• High energy levels</li><li>• Confident individual</li><li>• Disciplined and presentable</li><li>• Ability to relate well to people, enjoy interacting with people on a daily basis, and be sales oriented. Hard selling techniques are not required. Sales are achieved by building long-term customer relationships.</li></ul>
Administration	<ul style="list-style-type: none"><li>• Attention to detail is essential.</li></ul>

## Key Relationships:

### Within Your Company:

- General Manager
- Spare Parts Manager

### External to Your Company:

- Customers
- Prospective customers