

## POSITION DESCRIPTION

<b><u>Position:</u></b>	<b>Sales Representative</b>
<b><u>Incumbents:</u></b>	1
<b><u>Dept. /Div.:</u></b>	Sales Department
<b><u>Location:</u></b>	Johannesburg, RSA
<b><u>Report To:</u></b>	Sales Manager
<b><u>Written By:</u></b>	Cherryl Thomas
<b><u>Approved By:</u></b>	Justine Stubbs

---

### **1. Accountability Objective:**

Responsible for Achieve maximum sales profitability, growth and account penetration within an assigned territory and/or market segment by effectively selling the company's products and/or related services.

### **Dimensions:**

Sales Value: To be determined

The position is supported by the Sales Manager and General Manager in South Africa.

Sales Improvements, Client relationships/improvements, negotiating of pricing and contractual negotiations.

### **2. Principal Accountabilities**

#### **Accountability One**

#### **Definition:**

1. Personally liaising with Clients, negotiate prices and terms and negotiate and secure contracts. Promote/sell/secure orders from existing and prospective customers through a relationship-based approach.

This is done by:

1. Establishing, developing and maintaining business relationships with current customers and prospective customers in the assigned territory/market
2. Generating inquiries from current and/or potential clients
  - a. Make telephone calls and possible in-person visits and presentations to existing and prospective customers.

## POSITION DESCRIPTION

- b. Research sources for developing prospective customers and for information to determine their potential
3. Coordinate sales effort with marketing, sales management, accounting, logistics and technical service groups
4. Accurately understand the clients product and logistics needs
5. Understand urgency required
6. Develop clear, effective and accurate written proposals/quotations for current and prospective customers.
7. Timeous follow ups to client and communication to internal teams
8. Expedite the resolution of customer problems and complaints.

### **Estimated % Time required:**

80%

### **Performance Standard(s):**

1. A monthly progress report concerning
  - a. Sales generated progress report
  - b. Report evidencing failed quotations with suggested solutions
  - c. Volumes placed in tonnes and rand/usd
  - d. Profit improvements
2. A formal business review every six months
  - a. Containing a summary of monthly progress reports
  - b. 2 internal/external references
  - c. Proof of accuracy report from Umbrella
  - d. Project completion report from Umbrella including deadlines
3. Utilising Umbrella system to add value to all Axis House operations generally.

### **Accountability Two**

#### **Definition:**

Keeps abreast of product applications, technical services, market conditions, competitive activities and consulting with technical department

This is done by:

1. Take active role in learning about Axis House new products and applications
2. Understanding and acting on information from Cape Town product development laboratory by rolling out products into the market place
3. Regular market investigations to find competitor activity

## POSITION DESCRIPTION

### **Estimated % Time required:**

15%

### **Performance Standard(s):**

1. 6 monthly report on technical sales improvements in outlined market area
3. Verbal discussion to evidence improvement in product language fluency

### **Accountability Three**

#### **Definition:**

As guided by management, attend Axis House training sessions when required

### **Estimated % Time required:**

5%

### **Performance Standard(s):**

1. 6 monthly report on personal training application and development

#### **Method of Measurement:**

Improvements in sales as a direct results of employees efforts will be measured 6 monthly and annually versus sales of the previous year, and growth calculated.

Progress on all the other performance standards mentioned above will be reviewed in a review session once per 6 months and through an annual performance appraisal.

#### **Position Requirement**

Post-graduate degree in Chemical Engineering

Good verbal and written communication

Good knowledge of MS Office

Organized and motivated

Team Player

---

Please forward applications for attention Makhaila Mwalie to: [Makhailam@axishouse.co.za](mailto:Makhailam@axishouse.co.za)

Closing Date: 31<sup>st</sup> January 2018