

SALES REPRESENTATIVE



DUTIES: (NOT ALL INCLUSIVE)

- SERVE CUSTOMERS BY SELLING PRODUCTS AND SERVICES WHILE MEETING THE CUSTOMER NEEDS THROUGH TELEMARKETING, EMAIL MARKETING AND WALK IN CUSTOMERS.
- LEARNING AND DELIVERING INFORMATION ACCURATELY ABOUT PRODUCTS AND SERVICES ETC.
- SERVICING EXISTING ACCOUNTS BY OBTAINING ORDERS AND ESTABLISHING NEW ACCOUNTS BY PLANNING AND ORGANIZING DAILY WORK SCHEDULE TO CALL ON EXISTING AND POTENTIAL CUSTOMERS.
- PREPARE ESTIMATES ACCURATELY, USING CORRECT PRICING, STYLE NUMBERS, COLORS AND DESCRIPTION IN A SYSTEMATIC ORDER AND SEE THAT THE ORDER IS COMPLETED THROUGH IT'S PROCESS.
- PREPARE WEEKLY REPORTS.

REQUIREMENTS:

- MUST BE ABLE TO PERSUASIVELY SELL IN ALL 3 ASPECTS OF SALES: TELEMARKETING, EMAIL MARKETING AND DIRECTLY WITH WALK IN CUSTOMERS.
- MINIMUM 3 YEARS EXPERIENCE IN SALES.
- EXCELLENT COMMUNICATION SKILLS WITH A SELF-MOTIVATED CHARACTERISTIC.
- COMPUTER LITERATE WITH KNOWLEDGE OF WORD, EXCEL & EMAIL.
- FAST LEARNER WITH GOOD MEMORY RETENTION.
- WORK WEEK IS MONDAY - FRIDAY
- BILINGUAL IS AN ASSET