

## POSITION DESCRIPTION

<b>Role Title:</b>	<b>Sales Representative</b>
<b>Reports To:</b>	<b>Branch Manager</b>

PURPOSE OF THE ROLE
<p>Is to manage/service your area and allocated customer accounts, seek out and win sales, building long term customer relationships and to maximise sales, gross profit and debtor control.</p>

KEY TASKS	DELIVERABLES
<b>Key Accounts Management</b>	<ul style="list-style-type: none"> <li>Contribute to the preparation of key account sales budgets and plans</li> <li>Maintain regular contact with key account clients to ensure client satisfaction and develop new business opportunities</li> <li>Liaise with relevant sales/marketing staff to co-ordinate key account activities and ensure these clients receive quality and professional service</li> <li>Ensure all quotations are presented in a timely, professional and competitive manner with effective follow-up until business is either secured or a full understanding of "why not" is understood</li> <li>Vigilantly monitor and manage outstanding debtors by analysing the aged debtors report and act as a conduit between the customer and the Credit Department.</li> </ul>
<b>Budget Management</b>	<ul style="list-style-type: none"> <li>Track and analyse sales, customer mix and product to develop situations and strategies that grow the business and increase gross profit</li> <li>Ensure that sales budgets are achieved by monitoring your performance against plan on a monthly basis, reviewing previous performance objectives and setting new forward objectives.</li> </ul>
<b>Team and Individual Performance</b>	<ul style="list-style-type: none"> <li>Provide relevant and up to date reports on any competitor activity and maintain good links between the sales team.</li> </ul>

KEY RELATIONSHIPS	
<b>Internal</b> <ul style="list-style-type: none"> <li>Regional Manager</li> <li>Sales Team</li> <li>Branch Managers</li> <li>Credit Manager</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>Customers (current &amp; potential)</li> <li>Other aligned businesses</li> </ul>

## PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES	
<b>Influences Others</b>	Persuades or influences a customer to accept a point of view or take a course of action which directly or indirectly generates sales.
<b>Initiates Action</b>	Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; is proactive.
<b>Maximises Competitive Advantage</b>	Has the ability to maximize competitive advantage while professionally disadvantaging the competition.
<b>Managing the Job</b>	Effectively manages multiple demands upon time to ensure tasks are completed on schedule.
<b>Builds Trust</b>	Interacts with others in a way that gives them confidence in your intentions and those of the company.
<b>Contributes to Team Success</b>	Actively participates as a member of a team to move the team towards the completion of goals.
<b>Innovate</b>	Generates innovative solutions; explores different and novel ways to deal with problems and opportunities.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED
<p><b>Experience / Knowledge</b></p> <ul style="list-style-type: none"> <li>• Around 2 - 5 years' experience in a sales role</li> <li>• A detailed knowledge of the electrical industry is highly desirable but not essential</li> <li>• Sound general experience in most aspects of sales management (2 -5 years' experience)</li> <li>• Intermediate computer literacy</li> <li>• A tertiary (i.e. or diploma-level) qualification in sales is highly desirable although 2 - 5 years' experience is equally valued.</li> </ul>

## OCCUPATIONAL HEALTH & SAFETY

### PHYSICAL CONSIDERATION

Corys Electrical is committed to ensuring that employees' health and safety is not compromised either by the work environment or by work process and procedures.

The company makes every effort to –

- Provide a safe and healthy work environment; and
- Reduce the risk to employees arising from identified hazards.

The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified.

As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

### POTENTIAL HAZARDS

ACTIVITY	HAZARD
Computing	<ul style="list-style-type: none"> <li>• Use of computer monitor</li> <li>• Occupational overuse syndrome</li> </ul>
Transport/distribution operations	<ul style="list-style-type: none"> <li>• Moving vehicles</li> </ul>
Driving	<ul style="list-style-type: none"> <li>• Traffic</li> <li>• Road conditions</li> <li>• Fatigue</li> </ul>
Warehousing	<ul style="list-style-type: none"> <li>• Stacked product/obstacles</li> <li>• Manual handling and lifting</li> <li>• Spillages and slippery surfaces</li> <li>• Chemicals</li> </ul>
Telephone use	<ul style="list-style-type: none"> <li>• Cradling of receiver</li> <li>• No usage of headset</li> </ul>