

## SALES REPRESENTATIVE

We have an exciting position available in Cape Town. The role will ensure sales leads are dealt with and converted into sales to achieve the set targets.

### REQUIREMENTS

#### Education

- Matric is essential
- A good understanding and knowledge of the eCommerce industry advantageous

#### Work Experience

- 2 years external sales
- Experience with CRM systems for lead and pipeline planning advantageous
- Payments/ banking/ software/ technical systems advantageous

#### Skills

- Highly Energetic
- Confident
- Enthusiastic
- Persuasive with clients
- Time management skills
- The ability to work under pressure and able to meet targets and deadlines
- Excellent negotiator
- Strong customer relations skills
- Ability to work independently and within a team
- Strong communication skills both verbal and written
- Good telephone etiquette
- Attention to detail
- Excellent organizational skills
- Adaptable

### Responsibilities Include

#### Sales Management

- Achieve specified sales targets on a monthly basis
- Handling sales leads with regular follow-ups (telephonically and via email)
- Converting leads into sales to meet specified sales targets
- Ensure that all the relevant documentation is signed and uploaded onto the system to ensure successful onboarding

- Deliver the best customer experience possible and ensure that clients feel comfortable and supported
- Attend identified trade shows and exhibitions to promote the company and its products

#### Client Relationship Management

- Send prospective clients information sheets, price lists and agreements relevant to their requirements (cross-selling or up-selling where applicable)
- Meet with clients at the office to drive product sales
- Demonstrate advanced product knowledge and clearly communicate all products, benefits, pricing and billing to prospective clients
- Create positive and lasting relationships with clients

#### Reporting

- Provide performance statistics against targets and weekly/monthly update reports to feed into management reporting as required

#### Responsibilities on Demand

- Due to the fluid and dynamic environment within DPO, new, additional or changed position responsibilities will occur
- Successful demonstration of change orientation is an on-going responsibility in all positions

Email your cover letter and comprehensive CV to [talentsa@dpogroup.com](mailto:talentsa@dpogroup.com)

NOTE: Please indicate in your email whether you were referred to us, and if so, please say whom referred you.