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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: |  SALES REPRESENTATIVE – WHOLESALE (NON-TECHNICAL) |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of sales representative (wholesale non-technical) consists of selling goods for wholesalers or manufacturers to businesses or groups of individuals. |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to persuade others to change their minds and behaviour and being aware of others’ reactions and understand why they react as they do;
* Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Initiative — Job requires a willingness to take on responsibilities and challenges.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
* Persistence — Job requires persistence in the face of obstacles.
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| TASKS: | * Answer customers' questions about products, prices, availability, product uses, and credit terms;
* Arrange and direct delivery and installation of products and equipment;
* Consult with clients after sales or contract signings to resolve problems and to provide ongoing support;
* Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders;
* Estimate or quote prices, credit or contract terms, warranties, and delivery dates;
* Identify prospective customers by using business directories, following leads from existing clients, participating in organisations and clubs, and attending trade shows and conferences;
* Monitor market conditions, product innovations, and competitors' products, prices, and sales;
* Prepare drawings, estimates, and bids that meet specific customer needs;
* Provide customers with product samples and catalogues;
* Recommend products to customers, based on customers' needs and interests.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |