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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | SALES REPRESENTATIVE – WHOLESALE (TECHNICAL) | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of sales representative (wholesale technical) consists of selling goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A bachelor’s degree or equivalent; * Ability to persuade others to change their minds and behaviour, and to give full attention to what other people are saying; * Ability to be aware of others’ reactions and understand why they react as they do; | | | | |
| COMPETENCIES: | | * Initiative — Job requires a willingness to take on responsibilities and challenges. * Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done. * Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks. * Persistence — Job requires persistence in the face of obstacles. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. | | | | |
| TASKS: | | * Answer customers' questions about products, prices, availability, product uses, and credit terms; * Collaborate with colleagues to exchange information such as selling strategies and marketing information; * Contact new and existing customers to discuss their needs, and to explain how these needs could be met by specific products and services; * Emphasise product features based on analyses of customers' needs, and on technical knowledge of product capabilities and limitations; * Identify prospective customers by using business directories, following leads from existing clients, participating in organisations and clubs, and attending trade shows and conferences; * Maintain customer records, using automated systems; * Negotiate prices and terms of sales and service agreements; * Prepare sales contracts for orders obtained, and submit orders for processing; * Quote prices, credit terms and other bid specifications; * Select the correct products or assist customers in making product selections, based on customers' needs, product specifications, and applicable regulations. | | | | |
| 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: |  | | |  | |  |