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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |