

## Adapt IT Vacancy

### Sales Consultant Cash Basis

**Location:** Johannesburg

**Business Unit:** Micros

#### Role Description:

To manage aspects of Cash Bases sales, support and customer care to the satisfaction of our clients, employees and management, thereby contributing to the division revenue in line with the business strategy.

#### Role Requirements:

Internal sales including but not limited to:

- Identify prospective clients' exact needs by questioning, observation
- Forward relevant product information
- Sending quotations to clients
- Processing of client purchase orders
- Arranging deliveries
- Ensuring clients have all documents required
- To employ sound decision making when dealing with customers; resolve customer issues in the most efficient manner, in the shortest possible time.
- Ensure that problems or complaints are actioned without delay and that effective follow-up action takes place to avoid recurrence
- To constantly monitor and be aware of competitor activity
- Marketing to assist in Growth of dealer, channel clients
- To follow up on leads by visiting prospective clients, often enough to maintain their interest but not too often to alienate them.
- Manage administration of client databases
- Resource scheduling and stock monitoring to ensure stock is available for client orders
- Implement and maintain systems which contribute to increased efficiency.
- To set, maintain and continuously improve standards by setting targets and measuring actual performance
- Contribute and assist in other projects within the department to achieve maximum business results
- Identify and develop profitable new business opportunities and achieving sales targets
- Develop new sales leads and build a database of potential clients;
- Follow standard operating procedures at all times
- Maintain and grow existing business by cross selling opportunities
- Develop strong client relationships to enhance and increase sales potential Keep up to-date sales records for all existing and prospective accounts

### Education, Qualification and Experience

- Matric / Grade 12
- Diploma / Degree in Sales and Marketing or equivalent
- 3 -5 years' experience in Sales and marketing

Adapt IT is committed to successfully implementing employment equity initiatives that actively promote our Broad-Based Black Economic Empowerment (B-BBEE) policy.

Closing date:	30 September 2019
Contact person:	Absai Gama
Contact Details:	<a href="mailto:Absai.gama@adaptit.co.za">Absai.gama@adaptit.co.za</a>
Telephone:	010 494 0082
Position status:	Vacant