



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Associate: Sales	Job Location Dar es Salaam	Category Marketing, Sales
Job Type Full Time	Job level Intermediate	Industry -
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Marketing: 3 Years	Secondary Category Sales: 3 Years
Certificate -	Qualification -	

Summary

As an Associate Sales you will be responsible for delivering a year-on-year increase in sales for the company. You are constantly engaging with customers via email, face-to-face, telephone and social media. You always provide excellent customer service and, through communication, negotiating and persuading skills, and successfully gets customers to choose products from the company.

Responsibilities

Task Management

- Preparation of the sales order process to the company's customers, always ensuring orders are per the requested information by asking relevant and investigating questions so that orders are prepared by the sales team's set order preparations guidelines.
- Regularly maintain the sales pipeline and review it with the Retail Manager.
- Recommend product or service enhancements to improve customer satisfaction and sales potential
- Through continuous improvement, meet and beat the company's sales targets by netting sales through proactive salesmanship and interest in the company's products as sold to customers. Follow up on previous customer sales and enquiries from various sources available to the customer to contact the company.
- Ensure all necessary 'selling tools are readily available (e.g., brochures, samples, displays, CDs, canned responses etc.) in a clean and tidy personal desk space.
- Complete and submit to the correct persons all required reports in the required time scales (SMRs, DARs, foot counts, summary reports and any other reports required).
- Monitor the company's stock closely and advise logistics and stores when a low or zero stock position is reached to do a running stock order promptly.
- Continually review every aspect of the job activities to ensure that improvement opportunities are identified and implemented.
- Perform backup duties to any of the front office staff, Branch Supervisors whenever they are required by management.
- Deliver (on time) any other work or projects as delegated or asked to complete by a line manager
- Be a vocal contributor to information/discussions about any aspect of the company's operations
- Ensure the full compliance of company's admin process and procedures.

Relationship Management

- Deal courteously, efficiently, and professionally with all customer queries, requests and demands, deliver a positive 'sales' attitude, and ensure the customer is satisfied.
- Constantly learn about the company's products by referring to the company's CDs and other technical information, ensuring that the FAQs (frequently asked questions) and answers are always at your fingertips.

- Ensure every customer has a warranty / any other document that the company can or should provide completed and available on the system with proactive follow-up to ensure the customer receives their documents and enables follow-up sales.
- Work with the team to brainstorm new and innovative growth strategies.

Education & Qualifications

- Diploma in sales and marketing/business/commerce, social sciences

Requirements

- Three years of post-graduate experience in sales and marketing or other appropriate fields.

Characteristics

- Highly self-motivated
- High integrity
- Initiative and resourcefulness
- Strong influencing skills
- Performance orientated
- High level of interpersonal skills
- Focused attention to detail
- Task/projects completion within specified time frames
- Fluent in written and spoken English & Swahili

Reporting To

- Reports to – Supervisor Branch / Retail Manager
- External - All Suppliers and Customers of the Company
- Internal – Stores, Logistics, Accounts, Sales Team at HQ, or branch's

Driving Licence

Not Required

To Apply for This Job [Click Here](#)