



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 -
Job Type Full Time	Job level Intermediate	Industry Construction
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

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

Summary

Associate Sales is responsible for delivering a year-on-year increase in sales for Company. You close deals through confidence, excellent communication skills, and tenacious following up of any sales opportunities, be they walk-ins, external sales, client or site visits, internet or telephone engagements. 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, Associate: Sales successfully gets customers to choose products from Company.

Must be confident and knowledgeable about the Brand's products, constantly researching and expanding own knowledge through self-improvement and a proactive desire to continually improve. You proactively contribute to debates, discussions and feedback on our products and systems.

Responsibilities

Task Management

- Preparation of the sales order process to company 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 company sales targets by netting sales through proactive salesmanship and interest in company products as sold to customers. Follow up on previous customer sales and enquiries from various sources available to the customer to contact 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 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 company's operations
- Ensure the full compliance of company admin process and procedures.
- Carry out any other reasonable duties when requested or assigned for the needs of the business.

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 company products by referring to 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 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

- Atleast 3 years of post-graduate experience in sales and marketing or other appropriate fields.

Characteristics

- Passionate, enthusiastic, confident, and outgoing personality
- Making a 'sale' is your greatest happiness
- 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
- High level of responsibility and accountability
- High enthusiasm for the organisation
- Accuracy and organisation with your work
- Fluent in written and spoken English & Swahili

Reporting To

Supervisor Branch / Retail Manager

Driving Licence

Not Required

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