



# Job Description

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<b>Job Title</b> Sales Representative (North & Central Zone)	<b>Job Location</b> Dodoma	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Manufacturing, Construction
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Manufacturing: 3 Years
<b>Secondary Industry</b> Construction: 3 Years	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Sales Representative will be responsible to establish, develop and maintain business relationships with existing and prospective customers to generate new business.

## Responsibilities

- Listening to customer requirements and presenting appropriately to make a sale;
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails;
- Cold calling to arrange meetings with potential customers to prospect for new business;
- Responding to incoming email and phone enquiries;
- Acting as a contact between a company and its existing and potential markets;
- Negotiating the terms of an agreement and closing sales;
- Gathering market and customer information;
- Representing their company at trade exhibitions, events and demonstrations;
- Challenging any objections with a view to getting the customer to buy;
- Advising on forthcoming product developments and discussing special promotions;
- Creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer;
- Liaising with suppliers to check the progress of existing orders;
- Checking the quantities of goods on display and in stock;
- Prepare sales report as scheduled
- Reviewing your own sales performance, aiming to meet or exceed targets;
- Gaining a clear understanding of customers' businesses and requirements;
- Making accurate, rapid cost calculations and providing customers with quotations;
- Feeding future buying trends back to employers;
- Attending team meeting and sharing best practice with colleagues.
- Liaise with the Training Centre Manager to facilitate mock ups and training for installers when a project client requests
- Liaise with finance department to ensure that his/her customers make timely payments
- Liaise with logistics department to ensure material reaches the customer on time
- Perform other duties as may be directed (Any Other Duties).

## Education & Qualifications

University Degree in Business Administration, Commerce, Marketing, or Equivalent.

## Requirements

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Minimum two (3) years of experience

## Characteristics

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- Good Communication Skills
- Attention to accuracy
- Communication and presentation skills
- Honesty and clear integrity
- Problem Solving
- Negotiation Skills
- Performance oriented

## Driving Licence

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Not Required

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