

Job Description

STIL/JD/38

Name:

Title: Sales Executive

Qualifications: Degree in marketing/accounting and other related course

Experience: 2+ years

Responsibilities:

- Answer customers' questions about products, prices, availability, product uses, and credit terms.
- Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.
- Estimate or quote prices by use of price list, credit or contract terms and delivery dates.
- Visit potential customers for new business by initiating market research studies and analyzing their findings.
- Provide customers with quotations, brochures
- Negotiate the terms of a sales agreement and close sale with the customer through details of contracts and payments, and prepare sales contracts and order forms.
- Gather market and customer information and provide feedback on buying trends to the Business development manager
- Represent Steel and Tube Industries at trade exhibitions, events and demonstrations
- Identify new markets and business opportunities that can be exploited by Steel and Tube industries Limited.
- Record sales and send copies to the Head Sales by writing and submitting periodic reports to the Business Development Manager.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Monitor market conditions, product innovations, and competitors' products, prices, and sales.
- Recommend products to customers, based on customers' needs and interests.
- Negotiate with retail merchants to improve product exposure such as shelf positioning and advertising.
- Obtain credit information about prospective customers. Keep accurate & relevant client information.
- Manage the delivery of company products in order to ensure that availability is maximised in line with product strategies and the needs of the market.
- Establish close working relationships with the stockists in order to gain high levels of stockist support and loyalty whilst enhancing understanding of the trading environment.
- Review your own sales performance
- Works as brand ambassador.

Authority:

1. Reports Head Sales

Interfaces: (titles of people you deal with, e.g. from other departments, sections, customers)

1. Customers
2. Sales team

Safety and Ethics:

- Ensure cleanliness in and around the workplace.
- Facilitate security of company staff and property.
- Promote health and safety at the workplace.
- Encourage teamwork for the purpose of a smooth and prosperous management
- Help create a culture and atmosphere of hard work and high personal integrity.
- Safeguard the company's systems and Terms and Conditions of employment.

SKILLS & KNOWLEDGE

Educational Qualifications & Functional / Technical Skills	<ul style="list-style-type: none">• Bachelor's degree in Business or an equivalent.
Relevant Experience (Type of experience and minimum number of years)	<ul style="list-style-type: none">• 2 years' experience in selling steel products or a related field/ Product.
Other requirements (Behavioral etc.)	<ul style="list-style-type: none">• Strong negotiation and selling skills• Excellent interpersonal skills

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| | <ul style="list-style-type: none">• Result oriented• Excellent communications skills, both orally and in writing |
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