



Job Title	Electrical Sales Representative
Report to	Sales Manager
Subordinates	None
Location	6 Leyd Street, Phalaborwa, 1390,
Accountable to	MJM Team
Liaises with	CEO, Sales Manager, Finance Manager, Sales Representatives, Office Admin Assistant

Job Purpose

The Sales Representative is responsible for Sales and Business Development. This includes client management, administration and any ad hoc duties requested by the Sales Manager or any other person in a senior position.

Main duties and responsibilities

1) Sales

- a) Identify potential Clients and projects as well as follow up on new leads and referrals
- b) Conduct site surveys
- c) Create new business opportunities for the Company by presenting and selling products and services to new and existing Clients
- d) Ongoing Client communication regarding new product and service opportunities, special developments, information or feedback
- e) Meet monthly and quarterly sales targets set by Management

2) Client Management

- a) Manage and develop existing Key Accounts through quality checks and other follow-ups
- b) Identify and resolving Client concerns and or queries
- c) Maintain a professional relationship with the Clients by delivering and adhering to their requirements as well as offering customer support both during and after the project has been completed
- d) Manage the quality and consistency of product and service delivery
- e) Manage the progress of the projects

3) Administration

- a) Prepare sales presentations, proposals, tenders and contracts
- b) Prepare status reports including sales forecasts, information on activity, closings, follow-ups, and adherence to goals
- c) Prepare feedback reports for Management meetings
- d) Prepare paperwork to activate and maintain contract services
- e) Develop and maintain the customer base in order to meet all sales forecasts and budgets

4) Health, Safety, Quality and Environmental Responsibilities

- a) Report any deviations that could lead to an accident
- b) Participate in Safety Training to improve safety standards
- c) Report incidents and accidents before the end of a shift
- d) Adhere to the Company's Health and Safety policy and procedure
- e) Look after your own safety and that of other employees
- f) Ensure that the SHEQ Management System requirements are met towards customer, internal, ISO, regulatory / legal requirements.
- g) Manage and perform all internal processes, especially those that affect the quality of the Organization's products.



Job Description

Electrical Sales Representative
info@mjmelectrical.co.za

- h) Work with Customers, Colleagues and Contractors towards continual improvement of the Management system and report the need for improvement to Management.
 - i) Keep up standards and regulations with respect to Products and Services
- 5) Any other reasonable duties and responsibilities in line with your capabilities and at the request of your Superior**

General Duties and Responsibilities

- Ability to maintain effective work relationship
- Good organisational skills
- Good oral and written skills
- Be aware and abide with the rules and code of employment
- Be helpful and non-prejudicial in the manner which you deal with other MJM Electrical staff, clients and/or customers.
- Your activities need to sell the company, save it money, WOW our customers and carry our the activities in an innovative manner.

Qualifications, Experience and Requirements

- **Sales experience**
- **Experience in the Electrical Sales or Industry or Products**
- **Experience in working inside the mine or such restricted environments**
- Problem solving skills
- Ability to adapt to environment
- Ability to plan route for the week and visit customers accordingly
- Time management.
- Code 8 driver's license
- Working with customers and maintaining customer relations
- Own vehicle



Working Conditions

Office related work, and work out in the field in the mining industry. Be prepared to work on site in the mines (surface and underground).

This job description is subject to amendments in response to the changing needs of the department and company requirements. This job description will be reviewed as part of the Annual Joint Review.

I have read and understood and agree with the job description and conform that I have been provided with a copy for my own records.

Signed	
Employee	
Date	
Manager	
Date	
Signed	