



BEKKER STEEL

steel service centre 

JOB TITLE:	Sales Representative	DEPARTMENT:	Sales
REPORT TO:	Sales & Planning Manager	SALARY:	TBA
HOURS:	Mon – Thurs. (07H45 – 16H45) Fri – (07H45 – 14H00)	START DATE:	A.S.A.P.

PRINCIPLE DUTIES & RESPONSIBILITIES:

Your duties will be to take responsibility for all sales activities in assigned accounts and/or regions:

- Achieve sales targets as set out by the Managing Director & Sales Manager.
- Present and sell company products and services to current and potential clients.
- Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made.
- Follow up on new leads and referrals resulting from field activity.
- Identify sales prospects and contact these and other accounts as assigned.
- Prepare presentations, proposals and quotations.
- Develop and maintain sales materials and current product knowledge.
- Establish and maintain current client and potential client relationships and expectations.
- Manage account services through quality checks and other follow-ups.
- Identify and resolve client concerns.
- Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals.
- Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
- Communicate with company staff to accomplish the work required to close sales.
- Other duties as assigned.
- Participate in marketing events.
- Be well presented at all times.
- Follow-up for collection of payment.
- Provide on-the-job training to new sales employees.

BASIC SKILLS/TRAITS:

The below mentioned skills are critical to fulfil your role as a successful team member and you are expected to adopt these skills to the best of your abilities:

- Previous Sales experience in the Steel Industry
- Interpersonal relationship skill
- Ability to persuade and influence others
- Excellent planning and time management skills
- High level of integrity and pride
- Good visibility and appearance
- Professionalism & Positive attitude

Please send Curriculum Vitae to info@bekkersteel.co.za



ISO Certificate No. 49 0093 QM08



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