



## **Business Consultant**

**Reporting to: Sales Manger**

**Location: Cape Town & Sandton**

The incumbent will be responsible for selling a full range of legal publications in print and electronic format. This is a high performance position, duties will include identifying prospects, consulting with customers and proposing relevant solutions and account management. The role also entails building long term relationships and ensuring product and service satisfaction. The incumbent will be responsible for meeting monthly sales targets. He/she will service and sell to a market of legal, financial and compliance professionals. This role is integral in assisting the Sales and Services Department to achieve overall goals and targets.

### **Responsibilities:**

#### **Selling Juta Law Publications**

- Contribute to formulation of overall sales plan and objectives.
- Develop and implement effective sales plans for your segment of the market.
- Prospect and engage customers and close sales orders by applying consultative selling techniques.
- Meet or exceed sales targets.
- Identify potential key accounts and develop them by applying a key account strategy.
- Monitor and report on market and industry developments and identify growth opportunities

#### **Servicing of customers**

- Ensure product / service satisfaction of Juta customers.
- Provide training on e-publications.

#### **Relationship Building**

- Represent Juta Law at exhibitions, trade fairs, conferences etc.
- Maintain call cycles and follow up calls to clients to ensure full satisfaction with products and services.
- Build and maintain relationships with customers and key industry role players.
- Network extensively within target market

#### **Administration**

- Sales reports.
- Liaise with sales admin to ensure that all orders are correctly processed and fulfilled.

### **Requirements:**

**Qualifications**

- A relevant degree or diploma in sales, law or business.

**Experience**

- A minimum of 3 years' experience in negotiating and B2B selling at a senior level within business or professional markets.
- Preferably 3 years' experience in legal publishing, legal practice or compliance market.
- A strong service orientation.
- Presentable and professional.

**Knowledge & skills**

- Knowledge of legal systems and the legal profession.
- Sound understanding of Internet, Intranet and optical media concepts and applications.
- A proven record of accomplishment of consultative, diagnostic customer engagement to sell multiple products.
- Analytical and statistical skills.
- Excellent verbal & written communication and numeracy skills.
- Reporting Analysis and interpretation of data to provide business insight

**Competencies:**

- Ability to network with and build relationships on a high level within the legal market, corporates and key stakeholders.
- Ability to perform well under sustained pressure and work on multiple projects.
- Proactive, assertive, energetic and goal orientated.
- Self- management skills and ability to lead and complete projects.
- Ability to work within a team and collaborate with colleagues.

**Special Requirements:**

- Be willing to travel extensively.
- Valid driver's licence code B.
- Own reliable vehicle.

***Interested staff to submit a brief resume to [lawsales@juta.co.za](mailto:lawsales@juta.co.za) by 22 February 2017.  
This appointment will be made in line with Juta's employment equity plan.***