



Business Consultant (Juta Law)
Reporting to: National Sales and Service Manager
Location: Sandton

The incumbent will be responsible for the selling a full range of legal publications in printed and electronic format. A high performance position, duties will include identifying prospects, consulting with customers and proposing relevant solutions and account management. The incumbent will be responsible for meeting monthly sales targets. He/she will service and sell to a market of legal and other professionals, including senior government officials. 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.
 - Prospect and engage customers and close sales orders by applying consultative selling techniques.
 - Key Account Management.
 - Regular feedback (written and verbal).
- **Servicing of customers and subscribers**
 - Ensure product / service satisfaction of Juta customers.
 - Provide training on e-publications.
- **Relationship Building**
 - Represent Juta Law at exhibitions, trade fairs, conferences etc.
 - Follow up calls to clients to ensure full satisfaction with product and service.
 - Build and maintain relationships with key customers.
- **Administration**
 - Weekly call reports and sales forecasts.
 - Monthly sales reports.
 - Liaise with Sales Admin to ensure that all orders are correctly processed and fulfilled.

Attributes:

- A relevant degree or diploma recommended – a qualification in Law would be a strong advantage.
- Knowledge of legal systems and the legal profession.
- Sound understanding of Internet, Intranet and optical media concepts and applications.
- Training skills and/or experience is recommended.
- Proven track record in sales with strong consultative selling skills.
- A strong service orientation.
- Presentable and professional.
- The ability to understand and operate within the public sector supply chain environment.

Competencies:

- Ability to network with and build relationships on a high level within the legal market, corporates, government and key stakeholders.
- Ability to perform well under sustained pressure
- Energetic, driven and goal-orientated.
- Able to work independently and without close supervision.
- Self-management skills.
- Bargain at a high level.
- Excellent communication and written skills.

Special Requirements:

- Be willing to travel extensively.
- Valid drivers licence, own transport.

We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and CV to Grace Kironde lawsales@juta.co.za by 26 November 2012. This appointment will be made in line with Juta's employment equity plan. If you do not receive a response from us in two weeks time, please consider your application to have been unsuccessful.