



**Internal Consultant**  
**Reporting to: Sales Manger**  
**Location: Sandton**

The Internal Sales Consultant will take on the responsibility of meeting and /or exceeding targets. The incumbent must enjoy a challenge and be able to work within a team. Independently driven to achieve sales targets. Duties include prospecting for new business. Building and maintaining relationships with customers telephonically. Building and maintaining an active database. This is a high performance position that would suit a self- motivated and driven individual.

**Responsibilities:**

**Meet or exceed sales targets**

- Source lists of prospective clients
- Mine customer databases for prospects and cross-selling opportunities
- Create and perform telesales campaigns for new publications or promotions to the market
- Optimise sales activity meeting or exceeding set tele-sales targets
- Attend to pending sales in order to assist in closing of sales

**Relationship Building**

- Building and maintaining relationships with key customers
- Regular telephonic contact and correspondence
- Maintenance of an active client base
- Dealing with queries and client complaints
- Post-order follow-up to ensure delivery and full satisfaction with products

**Sales Administration and Reporting**

- Order processing
- Preparing and distributing quotations, catalogues, samples
- Attending to payments and queries
- Daily capturing of client data and intelligence
- Compile reports: feedback, weekly contact and sales reports, monthly sales and intelligence reports

**Competencies:**

- Matric with at least 2 year's tele-sales experience
- Understanding of the law market a strong recommendation
- Bookmaster experience an added advantage
- Able to work independently and without close supervision
- Energetic, tenacious, driven and goal-orientated.
- Driven towards exceeding sales targets

**Attributes:**

- High level of persuasiveness and sales ability
- Self-starter with the ability to source new customers and develop new markets
- A strong customer service orientation
- Excellent communication skills (both verbal and written)
- The ability to communicate with a wide variety of people
- Excellent planning and work organising skills
- Prospecting skills
- Attention to detail and the ability to perform well under sustained pressure
- Teamwork ability

***We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and two-page CV to [lawsales@juta.co.za](mailto:lawsales@juta.co.za) by 13 April 2015. This appointment will be made in line with Juta's employment equity plan. Should you not receive a response by 30 April 2015, please consider your application to be unsuccessful.***