



Sales Administrator
Reporting to: Sales Manger
Location: Sandton

The incumbent will be required to provide administrative support to a team of Business Consultants in the Sandton office. The position requires a well organised methodical approach in a fast paced high pressured environment. The Sales Administrator must be able to assess and prioritise the workflow and deliver within prescribed turnaround times. He / she will have good communication skills and perform the role of coordinator between the sales team, customers and other internal stakeholders.

Responsibilities:

1. Sales Administration

- Conduct follow up calls on outstanding quotes.
- Finalise all order processing details on behalf of the BC's to customer services.
- Prepare quotes for business consultant clients.
- Conduct follow up calls for quotes on file.
- Attend to pending sales in order to assist in the closing of sales.
- Manage client communication, keep track of requests and follow ups for BC's.
- Monitor trial access dates for the BC's.
- Prepare and distribute sales meeting minutes.

2. Client Maintenance

- Maintain customer profiles
- Assist clients with billing queries
- Follow up on trial access requests
- Assist BC's with following up on overdue key accounts for payments
- Follow up on all client complaints with back orders, split invoicing etc.
- Post-order follow-up to ensure delivery & full satisfaction with products
- Assist BC's to update and maintain active databases

3. Tender Administration

- Keep track of competitor awarded tender business
- Monitor supplier registration cycles for all government and affiliated entities.
- Make the BC aware of all supplier registrations required
- Keep track of supply chain vendor registrations numbers.
- Keep tender awards file.
- Keep a copy of all service level agreements for the BC to access as and when required.
- Arrange training and support this will assist the BC to fulfil the service level agreement requirements.

4. Event & Conference Support

- Maintain new product folder.
- Monitor Juta events and conferences calendar.
- Assist BC's with stand set up and material preparations.
- Collate all materials for events and conferences.

Competencies:

- Matric with at least 2 year's sales support experience
- Track record in
- Understanding of the law market a strong recommendation
- Bookmaster experience an added advantage
- Able to work independently and without close supervision
- Energetic, tenacious, organised and methodical.

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 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.