



Business Consultant (Retailers and Tertiary Institutions - Law)

Reporting to: National Sales and Service Manager

Location: Cape Town

The incumbent will be responsible for promoting legal publications to traders, driving sell through to law students and professionals, selling the range to local and international academic libraries and performing a support role in establishing and maintaining adoptions and prescriptions of Juta Law titles within the academic institutions. Duties also include managing trader accounts, administering returns and trader discounts, demonstrating and selling e-publications to academic institutions both local and international. This is a high performance position and requires the incumbent to develop, grow and maintain key and valued accounts. The incumbent will be responsible for meeting monthly sales targets. This role is integral in assisting the Sales and Services Department to achieve overall goals and targets.

Responsibilities:

Promote and sell Juta Law products to traders and university libraries local and international

- Identify key retailers to sell Juta Law products driving stockholding in synergy with the prescribed titles relevant to the area serviced by the retailer.
- Develop various retail sales channels including online bookstores as well as retailers with physical stores.
- Drive sell-through of prescribed titles via retailers by initiating and developing student awareness and retailer promotions.
- Demonstrate, sell and train e-publications on both content and functionality to institutions such as university libraries.
- Meet & exceed monthly sales objectives
- Coordinate marketing, sales and merchandising of Juta Law products for retail stores.
- Coordinate management and relationships of inland traders with the Gauteng based Adoptions and Prescriptions Consultant.

Account Management and Relationship Building

- Apply Key Account Management principles to the most valued clients
- Network extensively with traders / agents and develop & manage relationships with key role players within these organisations
- Ensure trader agreements are managed and adhered to.
- Identify new & existing retail channels (including online) for development.
- Develop and maintain relationships within the Law Faculties and libraries at the academic institutions.
- Represent Juta Law at exhibitions, trade fairs & conferences where applicable

Administration of returns, discounts, trader agreements and related operational requirements.

- Monitor and check traders /agent's returns in accordance with the returns policy / agreement.
- Administer discount structures, terms and conditions of trade applicable to traders / agents as set and agreed with sales manager.
- Ensure all traders/ agents have signed trader agreements with Juta Law. Review and maintain these agreements annually.
- Administration of Advocate LAN cancellations and new subscriptions.

Adoptions and Prescriptions

- Provide support to the Gauteng based Adoptions and Prescriptions consultant by initiating new and maintaining existing adoptions and prescriptions in the academic institutions in the Western and Eastern Cape.

Budgeting and reporting

- Preparation of monthly and annual budgets and sales forecasts.
- Preparation of annual expense budgets for the sales unit
- Monitor and report on market, industry and product developments and identify and promote opportunities for growth.
- Report on prescription / adoption sell through volumes through traders.
- Monthly subscription analysis of subscription agents.

Competencies:

- A relevant degree or diploma recommended – a qualification in Law would be a strong advantage.
- Minimum 4 years B2B sales experience and a solid understanding of Academic institutional adoption processes will be an advantage.
- Proven track record in sales with strong consultative selling skills.
- Knowledge of legal systems and the legal profession. Able to work independently and without close supervision.
- Sound understanding of Internet, Intranet and optical media concepts and applications.
- Training skills and/or experience is recommended.
- Computer literate.

Attributes:

- Ability to network with and build relationships on a senior level.
- Energetic, driven and goal-orientated.
- A strong service orientation.
- Articulate, presentable and professional.
- Ability to perform well under sustained pressure
- Energetic, driven and goal-orientated.
- Excellent communication and written skills.
- Ability to bargain at a high level.

Special Requirements:

- Be willing to travel extensively.
- Valid driver's licence, own transport.

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 31 July 2015. This appointment will be made in line with Juta's employment equity plan. Should you not receive a response by 14 August 2015, please consider your application to be unsuccessful.