



Internal Sales Consultant

Location: Sandton

Reporting to: Sales Manager

The Internal Sales Consultant will take on the responsibility of meeting or exceeding set targets by applying telemarketing techniques. The incumbent must enjoy a challenge, be able to work within a team and be independently driven to achieve sales targets. Duties include prospecting for new business, building and maintaining customer relationships telephonically as well as developing and maintaining an active prospecting database. This is a high performance position that would suit a self-motivated and driven individual.

Responsibilities:

Meet or exceed sales targets

- Develop structured telemarketing campaigns
- Source lists of prospective clients
- Mine customer databases for prospects and cross-selling opportunities
- Drive new product promotion campaigns telephonically
- Optimise sales activity to meet or exceed 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
- Represent Juta in a sales capacity at conferences and product launches

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

Requirements:

Qualifications

- Matric and a sales, marketing or related diploma
- Tele-sales training

Experience

- Minimum 2 year's outbound B to B tele-sales experience

Knowledge and skills

- Understanding of the legal or compliance market an advantage
- Bookmaster experience an added advantage
- Understanding of legal research.
- Reporting, analysis and interpretation of data to provide business insight.
- Excellent communication (both written and verbal) and numeracy skills
- High level of persuasiveness and sales ability
- Strong prospecting skills
- Energetic, tenacious, driven and goal-orientated.

Competencies:

- Self-starter with the ability to source new customers and develop new markets
- A strong customer service orientation
- Excellent planning and work organising skills
- Attention to detail and the ability to perform well under sustained pressure
- Ability to work within a team and collaborate with colleagues
- Ability to work independently and without close supervision

Special Requirements:

- Valid driver's licence code B.
- Own reliable vehicle.

Applications to be addressed to lawsales@juta.co.za using reference IC2017 in subject line, by Thursday, 23 February 2017. This appointment will be made in line with Juta's Employment Equity Policy.