

A) Corporate Sales Executive

Job Title : Corporate Sales Executive
Department : Sales & Marketing
Last Updated : July 2013

General Summary:

To achieve individual and team targets whilst providing an outstanding service to TECHMICRO customers within the defined sales region.

Essential Duties and Responsibilities:

✓ **Customer Contact**

Interact daily with the customer contacts on state of business/objectives and communicate any significant developments/issues to the Sales head.

✓ **Market Intelligence**

Daily customer, vendor and market interaction to make informed decisions on pricing and product requirements.

✓ **Sales Management**

Assists in the development of strategic action plans designed to convert identified opportunities into business commitments, Forecasting the business critical numbers and action plans within set scheduled guidelines. Agree on the stock profiling and inventory management of the vendors you are both responsible for to maximize business opportunity whilst minimizing risk.

Duties and Responsibilities

- ✓ Achieve/exceed targets & objectives as agreed with the Head of Sales.
- ✓ Achieve strategic and tactical business objectives as set on a monthly basis
- ✓ Develop and increase business by following up on potential leads with face to face presentation and meetings with clients
- ✓ Make agreed contribution to proactive call stats.
- ✓ Generate new corporate accounts
- ✓ Identify potential markets & customers for focus products.
- ✓ Provide input and market intelligence for approved pricing strategies.
- ✓ Assess and recommend ways of increasing revenue and profit margin.
- ✓ Assist in the swift resolution of customer related issues.
- ✓ Maintain highest levels of service both externally and internally in a timely manner.
- ✓ Plan and engage in regular market visits across the assigned territory.
- ✓ Accurate forecasting for sales, inventory and profitability.

Knowledge, Skills and/or Abilities Required

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

- ✓ Must have a demonstrable track record of customer account management experience and a broad knowledge of the IT or related industries.
- ✓ Clear demonstration to use own initiative.
- ✓ Mature, responsible and professional attitude.
- ✓ Able to analyze and resolve complex issues and problems in a sound and timely fashion.
- ✓ Able to constructively work under stress and pressure when faced with high workloads and deadlines.
- ✓ Able to identify areas of risk/concern in area of responsibility
- ✓ Able to think strategically and tactically.
- ✓ Able to maintain a positive attitude in the face of criticism, rejection, or failure.
- ✓ Able to negotiate skillfully, promote/sell ideas persuasively, and close transactions with mutually beneficial results.
- ✓ Able to use relevant computer system applications (which may include spreadsheets, word processors, ERP system, etc) at an intermediate level.

Primary and Secondary Competencies	
Customer Focus	<ul style="list-style-type: none"> ▪ Customer Orientation ▪ Customer Relationship
Initiative	<ul style="list-style-type: none"> ▪ Influencing and Negotiating
Interpersonal Style/People Skills	<ul style="list-style-type: none"> ▪ Co-operative ▪ Collaborative ▪ Communicative ▪ Team Player
Self-Management	<ul style="list-style-type: none"> ▪ Adaptability and Flexibility ▪ Stress Tolerance ▪ Autonomy
Creative Skills	<ul style="list-style-type: none"> ▪ Marketer and Negotiator ▪ Communicator ▪ Creativity ▪ Proactive
Empowerment	<ul style="list-style-type: none"> ▪ Self-confidence ▪ Self-awareness ▪ Self-starter

Minimum Educational / Experience Requirements

- Commercial or Technical Degree(CCNA/CCNE); preferably MBA
- Minimum three years' experience of local and regional IT markets, preferably having a view to the channel / retailers.
- Sales, marketing and other technical qualifications in line with the demands of the position.

Working Conditions

- Professional, office environment

The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. Other duties may be assigned as needed.