

Sales Associate

Nature and Scope

Reporting to the Sales and Marketing Manager, sell both flowers, supply and giftware to existing customers, while prospecting new customers and increasing volume with existing clients.

Specific Accountabilities

- Maintain and develop relationships with existing customers via meetings, telephone calls and emails
- Negotiate the terms of an agreement and closing sales with the assistance of manager as required
- Record and maintain sales, order and customer profile information
- Review personal sales performance and kpis on a daily basis to meet or exceed targets
- Visit existing and potential customers to prospect for new business
- Gather market, competitor and customer information
- Represent the organisation at trade exhibitions, events and demonstrations
- Advise on forthcoming product developments and discussing special promotions
- Liaise internally to check on the progress of existing orders
- Check quantities of goods in stock and keeping customer informed
- Gain a clear understanding of customers' businesses and requirements
- Make accurate, rapid cost calculations, and providing customers with quotations
- Complete weekly sales reports
- Maintain current product knowledge
- Develop and maintain customer prospect list
- Other duties as assigned

Qualifications

- 2 years experience in a sales environment
- Computer literate.
- Professional verbal and written communication skills.
- Must possess superior interpersonal skills
- Outstanding time management skills