

JOB DESCRIPTION

Title	Sales Representative	Job Classification Number	A 00493
Department /Project	Trading/ Dealership	Job Family Name	New Business
Reports to	Dealership Manager	Effective Date	01 Jan 2005

MAIN PURPOSE OF JOB

To sell and promote Company products and gain customer satisfaction.

JOB OBJECTIVES

1. To identify visit to customers related to Company's products, technical information and activities.
2. To market & present the Company effectively and competitively in the market.
3. To collect & provide information on the market in relation to the company's products.
4. To assist in gathering information on competitors and/or other marketing activities.
5. To maintain and build effective relationships with new and existing customers.

ESSENTIAL WORK ACTIVITIES

- Planning / Implementing
- Handling Info / Instructions
- PR / Developing Relationships
- Representing / Selling
- Collecting Information
- Influencing / Presenting / Instructing

SAFETY AND QUALITY RESPONSIBILITIES

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.

EDUCATION, SKILLS AND EXPERIENCE

Essential:

- A Diploma in any technical discipline
- Knowledge of Products
- Selling skills
- Knowledge of Market
- Interpersonal Skills
- **5 to 8 Years** of Sales Experience in the local market

Desirable:

None