

## Sales Executive Accra

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Company: BusinessGhana

Location: Accra

Category: other-general

Educational Qualifications & Functional / Technical Skills HND/University Degree/A postgraduate qualification in Marketing or a member of Chartered Institute of Marketing would be an added advantage. Relevant Experience (Type of experience and minimum number of years)• Have 3-5 years of relevant experience in selling premium products in either the automobile or building and construction industry. Sales Requirement• A strong communicator. • A Closer with excellent negotiation skills. • A relationship builder. • Technically minded. • Well organized with good time management. • Taking initiatives. • Self-motivated and strives for continuous improvement. • Results-oriented minded. Other requirements (Behavioural etc.)• Good knowledge of sales. • Good roofing industry knowledge is an added advantage. • Customer service oriented. • Able to learn technical attributes of products and articulate them in an effective manner. • Be focused on growing sales and meeting targets. • A Team player with the ability to work autonomously. • Travel within your allocated sales area or throughout Ghana will be required.

The Sales Executive is responsible for overseeing the sale of products from beginning to end. This individual is the direct point of contact with a customer, and in charge of ensuring a customer's needs and expectations are met. The Sales Executive should know their product and service offer inside and out and guide their customers through the purchase process efficiently and satisfactorily. A Sales Executive is required to meet and exceed the company's set sales target on monthly, quarterly and yearly basis.

## 2. KEY ACCOUNTABILITIES

Sales target.

- Close sales and meet or exceed daily, weekly, and monthly sales target.
- Follow up on pipeline and segment customers into hot, cold and warm.
- Be a team player and help colleagues to close sales.
- Identify challenges and report on them to the Sales Manager and Sales Coordinator.
- Make recommendations to your line manager about market trends and how to take advantage of it.

Preselling.

- Contact customer service team for bookings daily.
- Call customers on daily basis before roof measurement is taken and identify their needs, introduce products and services to them.

Customer service.

- Provide excellent customer service right from preselling stage through to installation.
- Respond to customer calls and inquiries promptly.
- Provide after sales service to ensure customer satisfaction.
- Resolve customer complaints on time and with the right attitude.

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