

## Sales Development Representative

<b>Position Title:</b>	Sales Development Representative
<b>Position reports to:</b>	Sales Manager
<b>Direct Reports:</b>	None
<b>Office Location</b>	National

### PURPOSE OF THE POSITION

The Sales Development Representative is responsible for selling the business's products & services. He/she is responsible for implementing sales plans, documenting quotes, and reporting sales performance to the line manager.

### PRIMARY RESPONSIBILITIES FOR THE ROLE

- To acquire new business for the hospitality division.
- Perform cost-benefit and needs analysis for potential customers to meet their needs.
- Achieve agreed upon sales targets and outcomes within determined schedule through achieving or exceeding allocated Sales Quota.
- Sales quota to be reviewed annually.
- Follow up on leads by visiting prospective clients regularly, often enough to maintain their interest but not too often to alienate them.
- Analyse the territory/market potential, track sales and provide status reports.
- To entertain prospective clients, where possible combining this with visits to existing satisfied customers.
- Coordinate sales effort with all team members and departments/divisions required
- To maintain communication with the client showing an ongoing interest in the installation and the installation team.
- Ensure that all funds are collected on time as per the contract.
- To complete a daily log of all activities, quotations sent and lost business.
- Analyse statistics thereby identifying key sales areas, problems, and success rate.
- To research prospective client details, finding out as much as possible about the company to ensure a professional approach.
- To constantly monitor and be aware of competitor activity.
- To present a realistic proposal to a prospective client, having thoroughly researched cost factors, and ensure that the proposal is achievable.
- To constantly be aware of new business opportunities and action these.
- Maintain communications with the office daily.
- Forward relevant product information, fixes, workarounds, known issues, etc... to relevant personnel within the company.
- Keep updated on new technologies available, both on Oracle Hospitality software/hardware products, third-party software/hardware products, as well as general IT technologies, related to our industry.

- Regularly visit the corporate website <https://www.adaptit.com/hospitality-consumer-markets> to keep informed about corporate developments and news.
- Regularly visit the MICROS page on Adapt IT SharePoint intranet site and read any published 'Product Marketing Announcements' (PMA) and Field Bulletins and presentations available on either Oracle or Micros SA website
- Maintain an adequate level of knowledge in MS Windows operating systems and software utilities as released from time to time.
- Be able to demonstrate Micros SA product range confidently and knowledgeably.
- Maintain competitor knowledge.
- Maintain client files, filing of all quotations and sales documentation.
- Update and maintain your customer's details on required platform/s.
- Maintain your business diary on Microsoft outlook and grant access to the Sales Manager to view your activities.
- All commission and expense claims to be submitted timeously
- Supply management with reports on customer needs, problems, interests, competitive activities and potential for new products and services.
- Clearly communicate and maintain the progress/updates/change initiatives to internal and external stakeholders regularly and as required by management

#### MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Matric / Grade 12 / Equivalent
- Minimum 5 years' experience within sales
- Valid passport
- Own reliable vehicle and valid driver's license
- Willing to travel
- Understanding of Hospitality environment or experience in Information Technology Sector (IT) beneficial
- Proficient in Microsoft product suite

#### DESIRED SKILLS AND QUALITIES

##### a) Personal Attributes and Qualities

- Highly motivated, self-disciplined and target driven with proven track record in sales
- Excellent selling, negotiation, and communication skills
- Excellent customer service
- Excellent knowledge of MS Office
- Ability to create and deliver presentations tailored to the audience needs

## Micros SA

SALES DEVELOPMENT REPRESENTATIVE – JOB SPECIFICATION



Contact Person: [Mandy Barret](#)

Apply Here: <https://www.dittojobs.com/jobs/view/2804516977>

Vacancy Status: [Open](#)

