

## X2 INTERNAL SALES REPRESENTATIVES

<b>LOCATION:</b>	Alrode
<b>DIVISIONS:</b>	Deltec Energy Solutions
<b>DEPARTMENT:</b>	Sales
<b>JOB TITLE:</b>	Internal Sales Representative
<b>REPORTS TO:</b>	Sales & Marketing Director

**KEY AREAS OF RESPONSIBILITY IN THIS POSITION INCLUDE AMONGST OTHERS:**

- Serve as internal sales support for pre-defined geographical locations.
- Work closely with the Accounts Department to ensure effective management of customer credit accounts.
- Providing general product information to customers
- Forward customer queries to appropriate persons for execution.
- Generate sales by liaising with current customers and following new customer leads.
- Take calls for orders, process invoices and payments for product dispatch.

**QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- National Senior Certificate/Equivalent qualification.
- At least 2 years of experience in a similar role.
- Battery technical knowledge will be advantageous.
- Microsoft outlook, word, excel, and pastel skills are essential.
- Admin and telesales experience and or any other experience that demonstrates similar abilities.

**PERSONAL ATTRIBUTES:**

- Fast, accurate data entry skills.
- Strong Interpersonal skills.
- Able to work under own initiative and work efficiently as part of a team.
- Flexible, courteous, friendly, and positive approach.
- Fluent in English (Both verbal and written).

Interested individuals who meet the requirements are invited to send a concise CV to the Human Resources Department via e-mail to [recruitment@deltec.co.za](mailto:recruitment@deltec.co.za)

Inquiries may be directed to Mmathapelo at 011 864 7930.

Should you not hear from us within 14 days after the closing date, consider your application unsuccessful.

**APPLICATION PROCEDURE:** [recruitment@deltec.co.za](mailto:recruitment@deltec.co.za)

**CLOSING DATE:** 17th FEBRUARY 2023