

## **Sales Representative-Johannesburg**

This leading South African publisher and agent for British and American books has an opening in the Trade Sales Division for a Sales Representative in its Johannesburg office. The successful candidate will be reporting to the National Sales Manager. The candidate would be responsible for selling and promoting a defined range of books in Johannesburg.

**Role title:** Sales Representative  
**Job family:** Sales  
**Reports to:** National Sales Manager

### **Key responsibilities:**

- Selling and promoting a defined range of books
- Achieving sales targets
- Maintaining good relations with our customers
- Ensuring that our books are appropriately stocked in retail outlets
- Continual building of specific product knowledge
- Representing the company in a positive way to customers

### **Skills, competencies, qualifications and experience**

*(The abilities that the individual needs to perform this role effectively)*

#### **Minimum Requirements:**

- Sales Experience
- A knowledge of books would be an advantage
- A matric certificate
- A valid code 08 drivers licence and be available for travel
- Computer literacy is necessary

#### **Skills and competencies:**

- Excellent communication skills in English, both written & verbal
- Strong interpersonal, organisational and selling skills
- Must be enthusiastic, motivated, pro-active and able to work independently
- Ability to foster good relations with bookshops and colleagues

Preference will be given to suitable candidates from the designated groups due to our employment equity guidelines.

Those who meet the requirements of the post and are interested in applying for this position may direct an application in the form of a comprehensive CV on the following portal:

[http://media24.eng.external.erecruit.co.za/candidateapp/Jobs/Categories/Publishing\\_\(Books\)/5c05ff0ad23c47eaa5111aa2ad79675b](http://media24.eng.external.erecruit.co.za/candidateapp/Jobs/Categories/Publishing_(Books)/5c05ff0ad23c47eaa5111aa2ad79675b)

Closing date for applications: 15 September 2017  
Only short-listed candidates will be interviewed.

If you have not heard from us by **29 September 2017**, you should regard your application as unsuccessful.