

Job Profile

Job Title: Junior Sales Executive

Minimum Requirements

- Diploma in Marketing/ Advertising
- A minimum of 2 years sales experience, preferably in the advertising industry
- Previous client services liaison experience is an added advantage
- Valid driver's license

Roles and Responsibilities

- Sell all available media types, educating and advising clients on advertising layout, wording, colours, etc
- Handles all calls and appointments professionally and efficiently offering superior and excellent service
- Complete all contracts and relevant admin timeously
- Achieves and exceeds individual monthly target, thereby contributing to the overall revenue budget of the department
- Ensures all signage is in good condition at all times, as well as reporting any maintenance, accident or construction to the operations department in all areas
- Seeks new business opportunities by cold calling
- Follows up on renewals and pending deals, and contacts existing clients on a regular basis offering excellent after sales service
- Takes responsibility in resolving customers queries and complaints
- Returns messages and responds to fax and e-mail messages timeously
- Attends weekly sales meetings and workshops, functions and any other company related excursions that may continue after normal business hours
- Keeps abreast of product knowledge, competitors and the outdoor advertising industry
- Perform ad hoc duties as and when necessary
- Maintains all company discipline, policies and department standards and retain confidentiality at all times

Attributes and Skills

- Excellent telephone manner and interpersonal skills
- Must be a team player
- Good admin abilities and attention to detail
- Good communication and presentation skills
- Ability to work under pressure
- Ability to work in a competitive environment
- Resilient disposition

General:

It should be noted that the above list of tasks and responsibilities is not exhaustive, and that your Line Manager is entitled to instruct you at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Organisational Position

Reports to: General Manager
Subordinates: None

Reporting lines are subject to change and such change is at the sole discretion of the Company in line with operational requirements.

Candidates that meet the minimum requirements may submit their CVs to [**za.hr@jcdecaux.com**](mailto:za.hr@jcdecaux.com)
Closing Date: 06 May 2022