

Sales Executive Job Description.

JOB PURPOSE

To sell membership of Candis Club and subscriptions to Candis Magazine directly to members of the public ensuring that the "Candis Sales Force Code of Practice" and all other Company policies and procedures are adhered to.

KEY ACCOUNTABILITIES

- Achieve Sales Targets
- Represent the Company in Accordance with the Sales Force Code of Practice
- Enrol new members in specified locations as directed by the Sales Manager
- Proper regard should be paid to Health and Safety, including venue stands and equipment at all times
- Accurate information to be recorded on PDA and all written documentation should be legible and both submitted in a timely manner
- Attend sales and other meetings as requested by Sales Manager

SKILLS AND EXPERIENCE

The jobholder will be self motivated and enthusiastic with an outgoing personality. They will possess good communication and interpersonal skills. They will also have a high standard of personal presentation and be ethical, professional and value driven. Previous sales experience is not essential as comprehensive sales training will be provided, however the ability to work both alone, and as a part of a team is essential. Basic IT literacy is also required.

CANDIS SALES FORCE CODE OF PRACTICE

When enrolling members to Candis Club the Candis Sales Force Code of Practice requires that all sales personnel:

- 1) Are friendly and courteous
- 2) Are legal, decent, honest and truthful
- 3) Do not give false or misleading statements to secure a sale
- 4) Avoid the use of high pressure tactics to secure a sale
- 5) Understand and remain "on message"