

Internal & External Advertisement EXTERNAL SALES CONSULTANT - NAMIBIA

Main Purpose of the Position:

To generate new business and grow existing customer base, to meet and exceed sales objectives.

Experience and Competencies required

- Matric/Grade 12
- Sales and Marketing qualification
- 3-5 years proven sales track record
- JDE knowledge (advantageous)
- Interior design background (advantageous)
- Must be computer literate
- Own transport and a valid driver's license essential

JOB ATTRIBUTES

- Competitive character with "can do attitude"
- Prepared to work long hours
- Flexible and Professional
- Pay attention to detail and problem solving
- Adhere to policy and procedures
- Understand workflow process
- Work well under pressure
- Manage time / self-starter
- Excellent communication skills
- Excellent presentation skills
- Apply product knowledge
- Understand clients' needs
- Provide innovative / original solutions
- Pay attention to detail
- Apply knowledge of factories/suppliers
- Solving customer and supplier problems effectively
- Good admin and computer skills
- Manage and maintain existing relationships with designers & architects
- Good business ethics

Key Responsibility Areas:

Sales Income: Meet intake, Invoicing target and GP Values:

- Maintain existing clients
- Expand existing client base
- Build relationships with clients and suppliers
- Design brief-neat drawing to scale
- Liaise with designers
- Convert scale of measurement
- Provide Technical specifications to manufactures according to customer requirements
- Obtain cost on projects
- Draft proposals timeously containing:
 - Quotes in JDE
 - Specifications in depth with understanding all aspects of applications
 - Concept pictures/images

- 3D drawings where applicable
- Layouts / space plans
- Fabric / wood samples
- Presentation / Power point
- Company terms and conditions
- Presentation proposals to client
- Process amendments if required
- Discussion of payment terms at presentation stage
- Work closely with Gauteng regional Manager
- Attend site meetings and general follow up meetings
- Provide project plan to clients

Debtors: Assist debtors department with product related queries holding up payment

Sales Admin:

- Translate proposals to JDE
- Process Internal documents i.e. collection notes, service notes, installation documents
- Brief & interact with installation teams
- Ensure all documents are in place before processing and order.
 - Purchase order is perfect in relation to JDE quote
 - Cash sales agreement
 - 50% deposit where applicable
 - Suppliers costing
- Plan, coordinate, communicate deliveries and installations to team members
- Conduct site visits & inspections before and during installations
- Complete snag lists and hand over to clients

Other

- Load daily activity on JDE
- Formulate prospects, weekly and monthly forecasts for Gauteng Regional Manager
- Conduct showroom presentations
- Knowledge sharing

NOTE:

The above is not exhaustive, and you shall be obliged to perform subsidiary tasks in addition to the primary tasks for which you are employed. The Company undertakes to ensure that these subsidiary tasks will be within the training and experience or occupational capabilities of yourself and that you shall not suffer any loss of remuneration or status for work performed on subsidiary tasks.

POPI ACT COMPLIANCE:

Please take note that by responding to this application and providing your personal information, you confirm your express and informed consent for CECIL NURSE, to process your personal information in order for CECIL NURSE to consider your application for this position.

APPLICATIONS:

If you meet the above requirements and are passionate about contributing to the success of Cecil Nurse, we encourage you to apply through our recruitment portal at **www.jobopportunities.net**. Please submit a detailed cover letter, comprehensive CV, and copies of relevant qualifications and certifications.

Closing Date: 30 January 2026