

## SALES COMMISSION REPRESENTATIVE

<b>Position</b>	SALES COMMISSION REPRESENTATIVE	<b>Department</b>	COMMERCIAL
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<b>Key Result Area</b>	<b>Description</b>
1. Planning	<ul style="list-style-type: none"><li>• Selling products and services using solid arguments to prospective customers</li><li>• Performing cost-benefit analyses of existing and potential customers</li><li>• Maintaining positive business relationships to ensure future sales</li></ul>
2. Key Roles	<ul style="list-style-type: none"><li>• Present, promote and sell products/services using solid arguments to existing and prospective customers</li><li>• Perform cost-benefit and needs analysis of existing/potential customers to meet their needs</li><li>• Establish, develop and maintain positive business and customer relationships</li><li>• Reach out to customer leads through unemotional calling</li><li>• Advance the resolution of customer problems and complaints to maximize satisfaction</li><li>• Achieve agreed upon sales targets and outcomes within schedule</li><li>• Coordinate sales effort with team members and other departments</li><li>• Analyze the territory/market's potential, track sales and status reports</li><li>• Keep up to date of best practices and promotional trends</li><li>• Continuously improve through feedback</li></ul>
3. Revenue Opportunities	<ul style="list-style-type: none"><li>• Look for opportunities to attract revenue for VBTC</li></ul>
4. Relationship management	<ul style="list-style-type: none"><li>• Work as part of a team</li></ul>
5. Reporting	<ul style="list-style-type: none"><li>• Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.</li></ul>

### **Key Performance Indicators**

1. **Accuracy & Timeliness** - *Pays attention to detail and checks planning work to make sure it is accurate, reliable and meets deadlines.*
2. **Commitment to work** – *shows interest and enthusiasm for their job; is reliable and attends work or returns from breaks on time; gives satisfactory explanation for any absences; complies with VBTC requirements and policy.*
3. **Initiative** – *Completes work independently with little or no supervision; identifies any problems on the job & solves them or speaks up about it.*
4. **Teamwork** – *Display initiative team work between colleague and customers.*

### **Qualifications, Skills and Experience**

- Tertiary qualification in marketing and relation could be useful but not mandatory
- Proven work experience as a sales representative or other related fields
- Excellent knowledge of MS Office
- Highly motivated and target driven with a proven track record in sales
- Excellent selling, communication and negotiation skills
- Prioritizing, time management and organizational skills
- Ability to create and deliver presentations suitable to the audience needs
- Relationship management skills and openness to feedback
- A valid driver's license is essential
- Must speak Bislama, English with French as an asset