

## Position Description - Sale Consultant

### PURPOSE:

The incumbent will provide high-level sales support / solution to clients needs.

They will be required to coordinate, liaise and complete tasks following instructions provided by the Director. At all times they must maintain high standards of customer service ensuring that their attitude is professional.

They will form part of a highly motivated sales team committed to a high level of service that contributes to the overall effectiveness and efficiency of the business.

### PRINCIPAL ACCOUNTABILITIES:

- Account Management to clients needs
- Canvassing new business opportunities
- Maintaining of key accounts
- Follow up referrals
- Generate new business
- Client Liaison and follow up service
- Job Costing
- Preparing Sales report
- Deliver exceptional service with passion and commitment
- Build relationships through leads and key contacts and service an impressive clients base
- Managing internal company processes to ensure the expectations set with the client is achieved.

### QUALIFICATIONS AND EXPERIENCE:

- Excellent interpersonal, communication and negotiation skills, including an excellent telephone manner.
- Excellent organisation and coordination ability with proven ability that allow the incumbent to achieve results through others.
- Demonstrable commitment to customer service that enables the confidence in dealing with various personalities in varying situations.
- Problem solving and demonstrable ability to follow through on instructions to achieve a satisfactory result.
- Resilience to work under pressure and adapt to change.
- A current Victorian Drivers License.

#### Melbourne

114-118 Miller Street  
West Melbourne VIC 3003 Australia  
Telephone. +613 9320 6000  
Facsimile. +613 9320 6001  
infovic@sholl.com.au

#### Sydney

Unit E14, 2A Victoria Avenue  
Castle Hill NSW 2154 Australia  
Telephone. +612 9846 2600  
Facsimile. +612 9846 2626  
info NSW@sholl.com.au

#### Brisbane

L3B, 172 Robertson Street  
Fortitude Valley QLD 4006 Australia  
Telephone. +617 3620 7888  
Facsimile. +617 3216 1388  
infoqld@sholl.com.au

*Leading the Way!*

**Sholl Communications (Aust) Pty Ltd**  
Telephone. 1300 88 88 27  
www.sholl.com.au  
abn 56 952 339 875