



Job Title	Sales Manager
Location	Centurion (Base) – however travel is a requirement
Industry	Telecommunications Sales
Salary	R 35 000 p/month (R 420 K p/annum)

Objectives

Responsible for all aspects of Sales Management including liaising with In Country resources.
Managing Sales pipe line for each Country.

Responsibilities

Client Accreditation & Account Creation

- The Sales Manager needs to ensure that clients get all the relevant forms and information pertaining to accreditation, making sure that the documents get back to the finance team to process in time.
- Manage an electronic record of clients that have completed the process successfully.

Sales Management & Account Management

- Understand the rate card offerings in the territories of the various Mobile Network Operators (MNO's).
- Sales forecast and budgets for each territory in conjunction with the Country Manager.
- Must understand the manual process in the interim, including compliance with Advertiser Terms & Conditions and country Compliance requirements.
- Keep abreast of new and existing mobile advertising media properties.
- Inventory checking and availability must be communicated to clients as well as the performance metrics of each media property.
- Interact with internal as well as external clients including but not limited to coordination and consultation to ensure a successful advertising campaign.
- Weekly Sales; Bio Weekly Exco reports, reports to clients.

Billing & Reconciliation

- The Sales Manager must ensure that all reconciliation and billing information supplied to Finance is accurate and takes place as set out in the time frame with Finance.



General Administration

- Update the dashboard that tracks the division's key metrics accurately as new information about client orders arrive.
- Manage relationships with In Country Managers and Sales Staff both internal and external i.e.: Resellers and Agencies.
- Assist, guide, and manage In Country resources to create proposals.
- Ensure sales resources use the provided tracking systems (Pipe drive).
- To capture and track sales leads and sales performance.

Key KPI's

- Client accreditation and account creation 5%.
- Sales management and account management 35%.
- Billing and reconciliation 10%.
- General administration 10%.
- Quality of service 10%.
- Reporting and Lead Management 10%.
- Proposal writing 20%.

Formal Learning

Required Bachelor's Degree or equivalent degree in business management Qualification in mobile or digital media.

Experience

Required 2 – 4 years' experience in the Mobile Telecommunications, Telecommunications or IT sectors, Mobile Media / Sales Management.

Knowledge & Skills

Knowledge

- Digital advertising campaign management, client relationship.
- Digital and traditional media knowledge.
- Client accreditation and creation.
- Financial.



- Ad server functionality.
- Advertising Standards Authority (ASA) Policies & Procedures.

Skills

- Good Communication skill.
- Good Writing skill.
- Analytical skill.
- Interpersonal skill.
- Team player.
- Confidentiality.
- Working with People.
- Persuading and Influencing.
- Delivering Results and Meeting Customer Expectations.
- Achieving Personal Work Goals and Objectives.
- Coping with Pressures and Setbacks.
- Relating and Networking.
- Planning and Organising.
- Persuading and Influencing.
- Writing and Reporting.
- Adapting and Responding to Change.
- Following Instructions and Procedures.
- Applying Expertise and Technology.

Comments

Travel may be required from time to time to various counties, including: Ghana, Mauritius, Zambia, Nigeria, and Swaziland to name a few.