



Sales Representative (Electromechanical)

Roles and Responsibilities

- To deal with all customer enquiries in a professional manner and within set guidelines, demonstrating sound knowledge of all aspects of the products on offer. Facilitate the transformation of all enquiries into confirmed sales.
- To assist the Sales team to seek and build ongoing relationships with clients in order to sell services in line with the departmental Sales and Marketing operational plan and budget targets.
- To be well read on all electromechanical solutions offered by the company and notify Sales Manager of competition in the market.
- To ensure that each stage of a sale is completed in a timely and accurate manner, including: preparation of quotations, confirmation of requirements, issuing of contracts and invoices, service delivery and payment collection.
- To achieve sales targets set by the Managing Director.
- To be conversant with the products and services offered by all other sections of the company and support cross-selling and joint marketing initiatives.
- To arrange and conduct client visits, show room viewings of the High Impact Products with the Sales Manager to ensure customer's requirements have been met.
- To represent the company at marketing events, architect meetings and exhibitions as and when required by the Sales Manager.
- To provide documented feedback on sales activities and seek assistance with Sales Manager when needed.
- To undertake any other duties as appropriate and within the post holder's competence as directed by their line manager.

Educational Qualifications

Bachelor Degree in Business Administration or any related field

Experience Requirements

- Previous experience in Access Control and Alarm Sales preferred.
- Minimum of 2-3 years marketing and communications experience in B2B preferred
- Excellent project management and analytical skills
- Strong communication skills (verbal and written). English and Swahili
- Strong interpersonal skills including the ability to interact effectively and influence at all levels of an organization
- Strong presentation skills
- Ability to motivate and lead a team toward company goals and objectives
- Proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook). Quick learner with new programs is a must.
- Background in Sales & IT preferred but not a must.
- Background in Access Control sales is a plus.
- Self-starter with leadership qualities.
- Technical aptitude and familiarity with security industry is a plus.
- Valid driver license

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