

V A C A N C Y

AREA SALES MANAGER – TENDER DEPARTMENT

The above-mentioned position based in Kimberley has become available.

Preference will be given to suitably qualified Previously Disadvantaged Individuals.

PURPOSE:

This position, is to co-ordinate and manage sales in the public sector and to ensure that all processes are carried out in compliance with the ELB Equipment standards. Ensure Sales Target requirements are met effectively and efficiently in order to maintain customer service levels. The incumbent is required to analyse and coordinate the administrative, technical and commercial aspects of the Tendering and Contract process. Also required to actively oversee the efficient and compliant execution of all tendering activities in accordance with public procurement standards and regulations and track their status and execution ensuring alignment to project deadlines.

KEY JOB FUNCTIONS:

Leadership - Business

- Proactively contributing to own area and department target results.
- Actively and effectively contributes to Customer Service is of utmost importance, whilst striving for continuous improvement.
- Update knowledge about Industry market, customers and competitive trends.
- Actively contributes to the development and implementation of all rules and procedures governing tendering and contract processes ensuring compliance with internal and governmental controls and regulations.

Leadership - Self

- Sets clear personal objectives and responsibilities, takes accountability appropriately for own area.
- Promotes a culture of Team Work and encourages learning and sharing of skills & knowledge.

Planning & Monitoring

- Primarily focused on day-to-day operations following own action plan and that of the team
- Provides reliable 'immediate' action steps for meeting short-term targets
- Prepares regular status reports on ongoing tendering and evaluation activities undertaken.
- Understands and provides feedback on movement of machines and competitors within their area as well as to report on trends currently happening
- Appropriate sales administration, monitoring, reporting, communication and liaison,
- Coordinate the technical and commercial aspects of the Tendering and Contract process,
- Execute the responsibilities of a the company according to lawful and ethical standards,

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Sales / Marketing Management & Customer Relationships

- Concludes sales, collates and ensures proper documentation within the tendering and contract process, but not limited to:
 - Signed client order
 - Advise Method of payment
 - Deliver Tax invoice
 - Machine Inspection
 - Delivery of machine, with handover documentation, warranty, etc, completed and signed-off in full.
- Organises the tender process from the pre-qualification stage through to the final bid submission, award of contract and engagement close out.
- Acts as a liaison to ensure that all queries are dealt with in a timely manner.
- Coordinates the preparation and submission of Request for Proposals (RFPs) and other tender documents that are responsive to client requirements and in compliance with company objectives are completed in a timely manner.
- Conduct an in-depth analysis of all bids received in response to each Tender, Proposal and Quotation to identify the response that best meets the needs of the user department and is consistent with the terms and conditions of standard procurement policy.
- Collaborates with key internal stakeholders in identifying procurement needs relative to projects being undertaken by the company and develops draft procurement schedules.
- Prepares evaluation reports and other corresponding documents in accordance with standard templates for approval and signoff.
- Performs other related duties as required.
- Is able to suggest solutions within customer requirements.
- Applies selling techniques to deliver consistent sales performance.
- Generates new and updates existing client data base information
- Communicates appropriate ELB brand / product features and benefits. Uses sales information and tools to support the selling story.
- Achieves closure on most prepared objectives.
- Effectively sustains existing business network with a strong focus on protecting company short-term interests.
- Accommodates others to maintain working relationships.
- Telesales skills

Finance

- Awareness and has basic understanding of department budgets.
- Basic overall business financial understanding.

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Negotiation and Influencing

- Understands and applies basic objectives of negotiation and is able to follow a plan where appropriate.
- Applies rigid negotiation techniques to achieve results.
- Listens and understands the perspective of others, accommodates expectations and objections to maintain relationships.

QUALIFICATIONS & EXPERIENCE:

- Matriculation
- Sales/Marketing Management Degree/Diploma (preferable or in process of acquiring)
- Industry related experience 5 - 7yrs would be essential, at least 3yrs in tender environment
- Technical background and competence in understanding the impact on product quality & customer service.
- Knowledge of the Industry, Mining crushers& Screens & Earthmoving Equipment products
- Negotiation skills
- Must be fluent in English and Afrikaans
- Computer Literacy

PERSONAL ATTRIBUTES:

- A high level of enthusiasm, motivation and dedication.
- Numerical ability is essential and attention to detail
- Able to work effectively under pressure
- Due to heavy equipment used during hands-on demo, person should be physically fit and strong
- A proactive and challenging personality
- Able to solve problems and be Innovative and creative.
- Sound interpersonal skills (internal and external customer liaison).
- Reliable own Transport, as extensive traveling would be a prerequisite,
- Neat and tidy handwriting for tender documents

*Candidates that are Interested and are Suitably qualified are encouraged to apply by forwarding a copy of their application form and supporting CV's to **Athelia Hattingh in the HR**, or by e-mail on or **before 11th June 2021** late applications will not be considered. Related enquiries can be directed by telephone on Ext 730. If you have not had a response a week after closing date please deem your application as unsuccessful.*

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