



WE'RE HIRING

We are looking for a talented individual to join our team as **Sales Coordinator**.



The main purpose of the function is to contact daily incoming leads to secure appointments for the sales force.

Duties and responsibilities

- Ensure daily incoming leads are contacted to secure appointments for the Sales Force.
- Vet, load and process incoming leads onto our inhouse system.
- Actively work on current pipeline to secure appointments.
- Administration of the leads on inhouse system as well as the dairies for the Sales.

Vital Skills

- Excellent Communication Skills i.e. telephone and written
- Communicate at all levels
- Good command of English and Afrikaans
- Basic MS Office

Vital Attributes

- Target Driven
- Reliable
- Customer Thinking
- Awareness of the market environment
- Patience
- Team Player
- Cope well with stress

Minimum qualifications & skills

- Grade 12
- 3 years telesales experience
- Problem solving and conflict resolution
- Basic Microsoft Office Literate
- Good typing skills (approx 40 w.p.m)

HOW TO APPLY FOR THIS POSITION

If you feel you are the right person to fill this position, kindly email a copy of your most recent resumé and the relevant supporting documentation to alet@beaglewatch.co.za.



The deadline for submissions is 6 December 2024.