Position Description

Vacancy Title: **Sales Executive**
Location:
Reports To: **None**

Objective

The role was responsible for generating new business opportunities, maintaining client relationships, and achieving sales targets across signage, advertising, and visual solutions.

Outcomes

Organisational Stakeholders

1. Business Development

- New business opportunities were identified and developed through structured prospecting and targeted client engagement.
- Sales pipeline was established and sustained to support consistent revenue generation.
- Market segments and client needs were analysed to identify growth opportunities.

2. Sales Delivery

- Sales targets and revenue objectives were achieved through effective account management and timely closure of opportunities.
- Sales activities were planned and executed to meet agreed performance measures.
- Revenue performance was tracked and reported against targets.

3. Client Relationship Management

- Client relationships were maintained and strengthened to support repeat business and long-term partnerships.
- Client requirements were understood and translated into suitable solutions.
- Client satisfaction was monitored and issues were resolved in a timely manner.

4. Proposals and Commercial Management

- Sales proposals and quotations were prepared and presented in line with client requirements.
- Pricing and commercial terms were developed in alignment with organisational guidelines.
- Opportunities were progressed through to contract agreement and delivery

5. Market Intelligence

- Market trends, opportunities, and competitor activities were monitored and reported.
- Insights were provided to support sales strategy and positioning.
- Customer feedback was captured and analysed to inform service improvement.

6. Internal Coordination

- Coordination with production and design functions was maintained to ensure delivery aligned with client expectations.
- Requirements were communicated clearly to internal stakeholders to support execution.
- Delivery timelines and outputs were monitored to ensure commitments were met.

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Promotion	Promote the value of the products/services offered by the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

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Competence	Description
Technology Application	Apply technology.
Operational	
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Sales/Marketing/Advertising	Diploma or Degree in Sales, Marketing, Business Administration, or related field

Work Knowledge and Experience

At least 3 years relevant work experience in similar role in sales and/or management

Competency in Microsoft Office Suite (Word, Excel, Access, PowerPoint, etc)

Possess a high level of research and analytical skills and ability to analyse market trends, developments and formulate marketing plans to maximise brand impact, consumer and sales growth

Excellent and demonstrable communication and relationship management skills.

Strong sales and customer services ethics

Good planning, time management and organising ability including project management

Professional and target oriented with the ability to work without supervision and work to meet deadline

Proficient technical skills in policies, procedures, industry knowledge and compliance/legislation

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Police Clearance

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
External		
	Customers	
	Community	
	Business partners	
	Corporate clients	

Attributes

Behavioural Styles

Innovative	Devises new and creative ways to do things comes up with original ideas.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Well organised	Controls tasks in a well thought out and critical manner.

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Intuitive	Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 31 May 2026

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