

Mascor: Parts Sales Person

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Company: Plennegy (Pty) Ltd.

Location: Nairobi

Category: other-general

Mascor: Parts Sales Person

Plennegy (Pty) Ltd.

2023-03-28 Nairobi

Job Ref #: P010032

Industry: Horticulture/Agriculture

Job Type: Permanent

Positions Available: 1

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Job Description

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Mascor is currently looking for a **Construction and forestry** Parts Salesperson for their Nairobi branch to be responsible for facilitating customer needs and requests in a way that is informative, productive, and efficient.

RESPONSIBILITIES:

Sales

- Order parts in accordance with standard operating procedures
- Adhere to standard operating procedures and matrix reports
- Attend to local and inhouse customers and process orders timeously
- Meet all sales and GP targets to budget
- Meet customer coverage targets
- Adhere to discount parameters

Administration

- Ensure that all parts are charged when issued
- Process all returns not invoice and ensure credit notes are issued timeously.
- Ensure that all communications are done timeously.
- Work in progress report to show only current transactions.
- Achieve soft skill training objectives in the set time frame.

Housekeeping

- Ensure that parts department is neat and tidy and includes marketing displays
- Ensure that all parts are stored in accordance with standards

Receiving And Binning

- Ensure that incoming goods are accurate, reporting all discrepancies and damages.
- Bin all received parts accurately
- Ensure correct marking on parts to be binned
- Ensure that binned parts are in saleable condition
- Monitor prime bins and replenish as required.

Values and ethics

- Request or seeks out relevant information about an issue from a variety of sources to enable informed decision-making.
- Is attentive to the accuracy of data and information
- Execute on commitments, and deliver on what was promised/undertaken
- Ensure professionalism and courteousness
- Show high levels of energy, vitality and enthusiasm for business and organisational objectives
- Retain composure when under pressure or when opposed
- Set high goals and standards of performance

- Act on constructive feedback of others and adapt as a result

Job Requirements

REQUIREMENTS:

Qualifications:

Matric-National Senior Certificate- Grade 12

NQF L4 - School/College/Training Certificates

Skills:

Communication Skills

Customer Service Skills

Selling Skills

Experience:

Construction and forestry equipment experience - 2 year

Parts Sales Experience - 1 year

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