

## **INTERNAL ADVERTISEMENT VACANCY**

### *Key Accounts Assistant (Sales)*

The above vacancy exists within the Sales: Key Accounts Department and reports to the Key Accounts Manager. The purpose is to provide strategic support to the Key Accounts Manager, assist with maintenance of the Key Accounts database, to assume responsibility for optimum compliance of key accounts in order to generate revenue as per forecast, and helping in the management of internal and external relations. The ideal candidate will be someone who has successfully completed Matric with a relevant Business Management Diploma (preferably marketing/accounting) with 2-3 years related experience.

#### **Key Performance areas:**

- Revenue generation
- Key accounts database management
- Creation of customer profiles
- Key accounts support
- Relationship management
- Project work

#### **Minimum requirements:**

- Ability to reconcile and analyse financial and numerical data
- Ability to research and analyse relevant key accounts information
- Competent PC and keyboard skills, including working knowledge of Word Processing and Spreadsheet packages
- Excellent verbal and written communication skills
- High level of professionalism and integrity

#### **Core Competencies:**

- Attention to detail
- Interpersonal, communication
- Problem solving and conceptual thinking ability
- Assertiveness
- Team player
- Initiative