



# SAMRO

Southern African Music Rights Organisation

## JOB VACANCY ADVERTISEMENT

### *Telesales Receptionist*

The above vacancy exists within the Sales Department in Cape Town and reports to the Regional Sales Manager: Cape. The purpose is to grow revenue through licensing music users in designated areas via telephone and attend to general office duties for Cape Town region. The ideal candidate will be someone who has successfully completed Matric, or is suitably qualified by experience with a min of 2-3 years relevant experience.

#### **Key Performance Areas:**

- Licence Agreements & Application forms register
- Preparation of Application forms for processing and estimating
- Sales Revenue
- Signed licence agreements
- Reception and general administration

#### **Minimum Requirements:**

- Good verbal and written communication skills
- Computer Literacy
- Candidate must be self motivated and show initiative
- Ability to work under pressure in order to meet targets and deadlines
- Ability to work independently as well as part of a team.
- Persistence

#### **Core Competencies:**

- Achievement orientation
- Accuracy
- Administrative Skills
- Persuasiveness and or Assertiveness
- Customer Service orientation
- Attention to detail
- Goal Setting Ability
- Interpersonal Understanding

If you are confident that you have the necessary experience to perform the above duties with the ability to handle pressure, please send your cover letter and CV to: [cv@samro.org.za](mailto:cv@samro.org.za)