

# **VACANCY ANNOUNCEMENT**

We are pleased to announce the following vacancies in our sales department.

## **ACCOUNT MANAGERS (3)**

### **PRIMARY RESPONSIBILITIES**

1. Present and sell company products and services to current and potential clients.
2. Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made by submitting daily call reports, weekly work plans and monthly reports.
3. Follow up on new leads and referrals resulting from field activity.
4. Identify sales prospects and contact these and other accounts as assigned.
5. Prepare presentations, proposals and sales contracts.
6. Develop and maintain sales materials and current product knowledge.
7. Establish and maintain current client and potential client relationships.
8. Prepare tenders.
9. Prepare paperwork to activate and maintain contract services.
10. Manage account services through quality checks and other follow-up.
11. Identify and resolve client concerns.
12. Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals.
13. Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.
14. Coordinate company staff to accomplish the work required to close sales.
15. Develop and implement special sales activities to reduce stock.
16. Other duties as assigned.

### **ADDITIONAL RESPONSIBILITIES**

1. Participate in marketing events such as seminars, trade shows, and telemarketing events.
2. Follow-up for collection of payment.

### **REQUIREMENTS**

1. Technical background, preferable degree or diploma in electrical/telecommunication engineering
2. At least 1 year experience in sales of telecommunication equipment and services ( IP P.A.B.X. systems) or power systems: UPS's, rectifiers, Inverter system and solar power
3. Excellent presentation and reporting skills
4. Ms office suite proficient
5. Fluency in written and spoken English and Kiswahili
6. Available within the next month

Interested and qualified individuals, please send your CV and cover letters to [info@teledata.co.ke](mailto:info@teledata.co.ke) CC: [sales@teledata.co.ke](mailto:sales@teledata.co.ke) include availability.