

JOB DESCRIPTION	
POSITION TITLE	Van Sales Representative
MAIN PURPOSE OF THE POSITION	
As a van sales representative, one will on a daily basis service an established route, identify sales leads in the area, and provide excellent services to our customers. The individuals are also responsible for maintaining accurate sales records, undertake stocks and finance reconciliation, and ensure proper maintenance of the company vehicle.	
ROLES AND RESPONSIBILITIES	
• Drive a company-owned van to assigned territories, routes, or customer locations to conduct sales visits and deliveries. • Establish and maintain relationships with existing and potential customers, addressing their needs and preferences to drive sales. • Present and demonstrate products or services to customers, highlighting features, benefits, and pricing information. • Take orders from customers, process sales transactions, and issue receipts or invoices for purchases. • Negotiate terms with customers to maximize sales revenue and profitability. • Cross-sell or up-sell additional products to customers to increase order value and meet sales targets. • Provide product recommendations, advice, and assistance to customers based on their requirements and preferences. • Maintain accurate records of sales activities, customer interactions, and inventory levels using sales software or databases. • Collaborate with supervisors and colleagues to coordinate sales activities, share insights, and develop strategies. • Participate in sales meetings, training sessions, and product knowledge sessions to stay updated on company offerings and sales techniques. • Resolve customer complaints, issues, or concerns in a timely and professional manner, ensuring customer satisfaction and retention.	

• Follow safety protocols and driving regulations while operating the company van, ensuring safe transportation of products and personnel. • Responsible for conducting daily reconciliation upon return from the field every evening. • Inform customers of new products and price changes.	
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED	
➤ Excellent interpersonal, verbal communication and organizational skills ➤ Good in time management ➤ A good planner ➤ A sharp and team-oriented leader. ➤ Detail and goal-oriented individual ➤ Highly proactive ➤ Ability of identifying new opportunities & recruitment of new customers ➤ Ability to monitor sales and market trends ➤ Excellent negotiation skills	
KEY PERFORMANCE	
KEY RESULT AREA	
Overall sales performance	Revenue generation
	Daily stocks and finance reconciliation accuracy
	Zero stocks and collection variances
	Daily, weekly, and monthly Market coverage
	Customer satisfaction
	Customer issues resolution
	Customer portfolio growth
	Customer retention rate
	Report Sharing and feedback provision
	General Vehicle maintenance
	Compliance to company rules and procedures