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*Our Reference*

*Your Reference*

### SALES CO-ORDINATOR

GCS has a vacancy for a Sales Co-ordinator at our Rivonia office. Below are the details of the position.

REPORTING STRUCTURE	
<b>Reporting to:</b>	Managing Director
<b>External Relationships:</b>	All internal and external clients

ROLE SUMMARY
Coordinate sales-related activities within GCS. Assist in maintaining good customer relationships. Provide sales administrative support to Project Managers. Maintain client and project data base and CRM package.

<p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Contact customers and prospects to arrange appointments for the relevant GCS Project Managers. Ensure there is product brochures and marketing material available for meetings scheduled</li> <li>• Customer Relations: Liaison and satisfaction</li> <li>• Co-ordinate and monitor and report sales activities</li> <li>• Generate monthly sales reports</li> <li>• Conduct market research and competitor and customer analysis</li> <li>• Analyse data to identify sales opportunities</li> <li>• Develop promotional ideas and material</li> <li>• Co-ordinate attendance at industry functions and conferences</li> <li>• Manage the CRM package</li> <li>• Manage the web page and company LinkedIn profile</li> <li>• GCS marketing material - client gifts, company brochure, compile and maintain product data sheets</li> </ul>
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QUALIFICATIONS/ KNOWLEDGE, SKILLS AND EXPERIENCE	
<b>Qualifications</b>	Relevant qualification in Sales and Marketing
<b>Knowledge/ Skills</b>	Good organizational skills Good verbal and written communication skills Customer service skills Administration skills Computer Skills
<b>Experience</b>	5 - 8 years' relevant experience within a scientific and consulting sales and marketing environment

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PERSONAL ATTRIBUTES
Team player
Self-driven
Confident
Focussed
Accurate
Hard working
Handle pressure
Persuasiveness
Adaptability
Innovation

**Remuneration:**

Total Cost to Company Package will be negotiated according to the candidate's knowledge and experience.

Candidates that meet the above requirements should send their CVs to [careers@gcs-sa.biz](mailto:careers@gcs-sa.biz) . Should you not receive any communication by 19<sup>th</sup> July 2019, please consider your application unsuccessful.