

## VACANCY

### **JUNIOR ACCOUNT EXECUTIVE SILO – DURBAN**

#### **CORE PURPOSE OF THE JOB:**

To sign on new business and renew existing contracts to achieve monthly and annual targets. Manage and administer portfolio (libraries) to ensure that the correct product images are accurately represented in promotional activities of retailers.

#### **KEY PERFORMANCE AREAS:**

- Drive achievement of monthly targets by ensuring current contracts are renewed on time
- Keep up to date with knowledge of the Company's Product offerings and their respective price structure
- Ensure that 85% of client library/analytics renewals are processed within the month of renewal, analytics renewals to be done in liaison with Head of Analytics
- Ensure quotations are followed up and Purchase Orders received invoiced accurately
- Prompt follow up to New Business leads - maximum response time is 48 hours from receipt of lead
- Timeous feedback to be given to person who supplied new business lead and Head of Brands
- Assist the production team on sourcing Retail promotion requests, ensuring that promotions are turned around within a 48-hour turnaround time from receipt of request
- Ensure Library, digital brand catalogues and Brand Portals are administered methodically and changes communicated to client/internal staff
- Drive and assist the Accounts department in ensuring that the Age Analysis for assigned brand portfolio is aligned to agreed account settlement terms

#### **QUALIFICATIONS / EXPERIENCE:**

- Minimum Matric + relevant qualification
- 1 – 2 years Sales experience preferably within FMCG, Retail, Advertising or Marketing industry
- Must have experience in client relationship management and budget management and achievement
- Computer literacy

#### **BEHAVIOURS & ATTRIBUTES:**

- "Can do" attitude
- Team player
- Attention to detail
- Strong communication skills
- Customer focused

The advert has minimum requirements listed.  
Management reserves the right to use additional / relevant information as criteria

[careers@hirtandcartergroup.co.za](mailto:careers@hirtandcartergroup.co.za)

**Closing date for applications is Friday 21<sup>st</sup> December 2018**

