



Sales Executive Job Description

Introduction

The Sales Executive is responsible for retail sales and the creation of new business in their area.

Accountabilities: The Sales Executive reports to the Area Manager.

These responsibilities shall include (but are not limited to):

1. Creating new sources of leads, including retirement villages and hostels, retail outlets and shopping malls, corporate clients, hospital and medical sectors (including Department of Veterans Affairs), Occupational Therapists in both employed and private practice, disability institutions, builders / architects, and any other relevant sources of business.
2. Following up, and converting to sales, all leads generated by the company through advertising or other sources, including taking responsibility for mailing out information, scheduling appointments, and the conducting home, on site or showroom demonstrations for prospective clients in the designated area.
3. Completing all documents associated with the sale of any products from the retail side of the business, including invoicing, and recording such information that is needed in the development of a data base.
4. Assisting with phone enquiries when appropriate or requested by the Area Manager.
5. Helping to keep all products, vehicles and premises in a clean, presentable and fully functional condition at all times.
6. Reporting weekly to the Area Manager on all aspects of work undertaken, and assisting the Area Manager in the completion of weekly /monthly report forms and stock take data.
7. Reporting to the Area Manager on any matters that may effect the good running and reputation of the business, including customer complaints, the safe and efficient operation of company vehicles, matters pertaining to the premises, OH&S concerns, stock levels, possible sales initiatives, and etc.
8. Conducting yourself at all times in a manner consistent with the standards of Scooters Australia, outlined in the employee handbook, *Guide to our Business*.
9. Any other duties required of you from time to time by the Area Manager.

All Scooters Australia staff receive a formal induction to the Company and to their roles. Expectations of employee behaviour including policies on smoke-free work practices, confidentiality, intellectual property, recycling and health and safety are detailed in the employee handbook, *Guide to our Business* provided on induction.