

## Sales Assistant

### Description

We are looking for a bright and ambitious Sales Assistant to join our Smart Romart Project team. The Sales Assistant's main responsibilities include generating leads, making sales calls, and updating our CRM database. To be successful in this role, you should be an inspired self-starter who can build rapport with customers and close sales.

### Responsibilities

- Setting sales goals and developing sales strategies.  
Researching prospects and generating leads.
- Contacting potential and existing customers on the phone, via email, and in person
- Handling customer questions, inquiries, and complaints.
- Preparing and sending quotes and proposals.
- Managing the sales process through specific software programs.
- Building and maintaining a CRM database. (Key)
- Meeting daily, weekly, and monthly sales targets.

### Qualifications

- Degree or Diploma in Sales/Marketing.
- At least one year of sales experience.
- Great phone manners and presentation skills.
- Proficiency in Microsoft Office, Sales CRM software, and Social Media Ads.
- Good negotiation and problem-solving skills.
- Strong verbal and written communicator, with the ability to express ideas concisely and persuasively.

### Hiring organization

Smart Romart Projects

### Employment Type

Full-time

### Job Location

Harare, Zimbabwe

### Date posted

April 20, 2024