

JOIN OUR TEAM



Job Title: Internal Consultant Kempton Park
Employer: Medicare Hospital Equipment (Pty) Ltd (“Medicare”) or a division of Medicare
Publish Date: 18 January 2023
Start Date: ASAP or by 15 February 2023
Branch: Transit Industrial Office Park, Pomona, Kempton Park
Term: The position is advertised as a **FIXED TERM CONTRACT** for 6 months
CV’s to: hr@medicare.co.za (format PDF only)

Job Description:

- Switchboard and Reception of clients at the Kempton Park Branch;
- Office Administration for the Kempton Park branch, including filing;
- Loading all incoming client requests on the Medicare’s email group info;
- Daily updates of Medicare Price Lists;
- Doing quotes on Google Sheets and Pastel, and sending these quotes to clients in the required format on Outlook;
- Interaction with clients will include face-to-face walk-in clients, emails and phone calls.
- Deal with client requests including all emails and calls timeously and efficiently.
- Process client quote requests urgently and follow up until closure.
- Keep up to date with product developments, and technical understanding of equipment.
- Administrative Support to the National Sales Manager and Technical Manager.

Minimum Requirements:

- Minimum NQF Level 5 - Minimum of Matric + Diploma or Degree.
- Strong Financial Acumen required - ability to calculate profit or loss on a deal, margin, delivery costs, and gross profit.
- Strong Computer Skills - Google Sheets, Drive, Pastel advantageous
- Exceptional English communication skills, including speaking and writing

Personal Skill Set Required:

- Caring about- and building-, nurturing- and growing **client relationships**, supplier relationships and team relationships.
- MUST be a **passionate team player** – working well with External- and Internal Consultants, Procurement Team, Leadership and other divisions within the business, across regions and branches;
- MUST be **super adaptable** - this person may be tasked with a host of responsibilities that may not be part of the initial job spec.
- MUST be of **superior integrity**, treating the company information and client- and supplier details with absolute trust and confidentiality, and understand the restraint of trade associated with this role;
- Be self-motivated, professional, well presented, passionate about the Medical- and Clinical / Technical field, and specifically sales within this industry.
- Have superior expertise in sales, and a proven track record;
- Have quality customer service expertise;
- Possess first-class time and project management capabilities
- **Strong Computer skills:** especially understanding Google Drive, Sheets and Gmail, as well as Outlook. Knowledge of Pastel will be very advantageous, as would be a natural ability to understand and try out new systems, processes and technology. Natural technical ability will be a huge asset.

Key Performance Indicators, and measurement of success in the role:

- Sales (Turnover) per month and per annum. It is understood that the consultant will take at least 6 months to build a pipeline of business that will result in sales.
- Quotes generated;
- Support offered to the Pretoria Client Database and External Consultant, and teamwork in the Pretoria region;
- Sales Order Book (on back-order, not yet invoiced) also called a Pipeline;
- Gross Profit earned (this will form the basis of your commission structure)

Remuneration Structure:

- Market related Fixed Salary monthly;
- Commission: a % of the gross monthly profit generated on concluded and invoiced sales;
- No Company Provident Fund, Pension Fund or Medical Aid will be included – employees will have to make their own arrangements in this regard.

Remuneration Package will only be negotiated with the top applicants, and will be based on their current qualification and experience, suitability for the role, potential for growth and current package.

Office Hours:

- Monday-Friday from 08:00 to 16:30, but overtime and overnight visits to the Medicare Head Office in Kempton Park may be required.

