JOB DESCRIPTION

Position   **: Inbound/Outbound Teleseller**
Reporting to **: Sales Manager**
Department **: Advertising Sales**
Location   **: East London**

PURPOSE
Classified advertising inbound and outbound telesales for the Daily Dispatch and Saturday Dispatch titles (including online). Product training provided

REQUIREMENTS
- Must have matric
- At least 2 years of outbound call centre experience
- Clear speaking voice and excellent spelling ability
- Able to start immediately
- To work extended hours when required to do so

MAIN RESPONSIBILITIES/OUTCOMES
- Generate sales to new, existing and dormant clients.
- Compile and maintain a healthy client database
- Develop sales leads to promote Dispatch Classified for both print and online
- Meet/ exceed personal sales targets
- Customer service and support
- Live capturing of advertisement bookings and wording
- Electronic file management and administration

CORE COMPETENCIES REQUIRED
Knowledge
- Tele-sales
- Open and Close sales calls
- Computer literacy

Skills
- Excellent communication
- Good command of English
- Fast and accurate typing
- Professional and pleasant telephone manner
- Ability to meet/ exceed targets
- Accuracy
- Excellent spelling

Attitude
- Confident
- Ability to meet stringent deadlines
- Punctual
- Ability to work under immense pressure
- Time management
- Self-disciplined
- Perseverance
- Friendly
- Assertive

Please note that only applicants with a recent track record, who meets all the requirements, will be considered.
Applications and CVs should be addressed to email:
recruitment@dispatch.co.za | Closing date: 27 December 2019