



### **Sales Support Omoda:**

The Sales Support candidate will provide assistance to the Sales team (Regional Sales Managers) to ensure dealers and RSM collaboration take place effectively. This role will also have the over-arching goal of providing on-the-job training and development into a more sales-related role. The ideal candidate should have excellent administrative and communication capabilities and should pay excellent attention to detail.

### **Responsibilities:**

- Work as a full member of the Sales team.
- Understand the Dealer journey experience and be committed to delivering an unrivalled level of Dealer service.
- Ensure the complete accuracy of all administration duties to ensure the Dealer is assisted to 'right first time' and to avoid any unnecessary delays.
- If required, write directly to the dealer for any information that needs to be passed to them.
- Provide general support to the Sales team, keeping them informed of dealer status and any issues that may arise relating to their sales.
- Provide accurate information to the National Sales Manager for daily business operations and management.
- Compilation of RSM dealer visit schedules, recons, internal applications, etc.
- Ad hoc tasks and duties which is requested by RSM's.

### **Comply with Omoda Processes and Standards:**

- Consult with the Sales team and process any orders in line with requirements and needs.
- Liaise with Sales team and complete sales invoice claims, ensuring accurate pay-out to dealers.
- Complete all administration as per business requirements.
- Manage the stock management system, reporting any problems at dealer level as necessary.
- Keep stock list records complete and up to date for new, demo and fleet cars as appropriate.
- Advise the Sales team on matters regarding stock activity so that they are always aware of the current stock status.
- Liaise with the National Sales Manager and ensure correct processes are followed.
- Provide appropriate data input for centre financial reporting and customer database management purposes.
- Attend all relevant training that is requested of you.
- Maintain and update effective transaction records.

### **Requirements:**

- Matric
- Graduate of business-related degree/diploma
- Drivers License

### **Skills:**

- The ability to communicate effectively.
- The ability to read and write effectively and accurately.
- Be able to interact and communicate effectively with others.



**CHERY**  
FUN TO DRIVE

**Chery International (Pty) Ltd**  
Ground floor, Flushing Meadows, The Campus,  
57 Sloane Str, Bryanston, Sandton, 2191.  
Tell: 010 448 5388  
www.chery.co.za

---

- Work efficiently under pressure.
- High degree of accuracy, diligence, organisation and be able to prioritise work effectively.
- Good working knowledge of Microsoft Office.
- A professional appearance
- A friendly and outgoing demeanor
- A concern for others and a desire to help.
- Strong customer service skills

Send CVs to [hra@chery.co.za](mailto:hra@chery.co.za) and use reference Sales Support Omoda.