



MEMORANDUM

An/To All Staff Members

Von/From: M Seoka

**Carl Zeiss Pty Ltd
P.O.Box 3003
2125 Randburg
Rep. South Africa
Reg.Nr.
1939/013314/07**

CC

**Abtlg./Dept HR Administrator
011 886 9510**

Date: 17.02.2022

Page 1 of 4

Ref.M202205

STAFF VACANCY

Available Position: Account Manager

Starting Date: ASAP

Work Location: Head Office, Randburg

Job: Develop the company's market by visiting clients to promote and sell products and services the company offers and manage the daily product activities

Travel: Locally and Internationally

Education: Minimum requirement of a MSc in Science or equivalent qualification

Knowledge: Industry and product specific, complete customer order process, basic maths, science, marketing, general business practices, business ethics, contractual terms and conditions

Experience: 2 years sales experience in company's related market (beneficial- not required)

Driver's License and own car: Compulsory

Passport: Compulsory

Headquarters:
363 Oak Avenue, Ferndale
Randburg 2194

Internet: www.zeiss.com
E-mail: info@zeiss.com

Banking Details:
Nedbank: Current Account, Ferndale
Account No:192205055
Branch Code: 198 405
VAT REG No.: 4200103044
REG No: 1939/013314/07
SWIFT Code: NEDSZAJ

Directors:
Schneider Thomas Reinhold
Dr Metz Mathias
Seyfi Ceyhan (Managing Director)



Ability / Skills / Characteristics:

- Flexible
- Friendly
- Assertive
- Able to get on with people
- Competitive
- Persistent
- Confident
- Self-motivated
- Goal orientated
- Able to work under pressure
- Able to work independently

Superior: Head of Sales and Service RMS

Salary: Depending on experience

Benefits: Medical Aid Contribution, Pension Contribution, Travel Allowance, Petrol Card

Please e-mail your CV to recruitment.za@zeiss.com

REQUIREMENTS

Operational Excellence

- Produce presentable, accurate and high-quality work at all times
- Follow processes without fail
- Produce new initiatives / processes to improve on all-round effectiveness and performance
- Uphold high personal and ethical standards
- High level of professionalism and emotional intelligence
- Ability to build trust, respect and confidentiality
- Hands-on and practical approach with attention to detail
- Service delivery attitude

Headquarters:
363 Oak Avenue, Ferndale
Randburg 2194

Internet: www.zeiss.com
E-mail: info@zeiss.com

Banking Details:
Nedbank: Current Account, Ferndale
Account No:192205055
Branch Code: 198 405
VAT REG No.: 4200103044
REG No: 1939/013314/07
SWIFT Code: NEDSZAJ

Directors:
Schneider Thomas Reinhold
Dr Metz Mathias
Seyfi Ceyhan (Managing Director)



Key or Core Activities of Job (21)
Prepare activity schedules, activity reports, prospect lists
Visit clients f2f and set up and conduct virtual meetings
Sell products / Close deals
Promote products to (prospective) clients
Arrange contract and payment details with client
Liaison with company's internal staff regarding 21e
Find and contact potential new customers
Build relationships with customers
Arrange demonstrations / presentations
Arrange deliveries / installation of products
Handle clients' queries in oral and / or written form
Receive customer orders
Update records
Arrange quotations
Arrange servicing of equipment
Provide continuous feedback to PC Manager
Keep sales records
Organize and attend conferences / exhibitions
Keep track of competitors
Meet sales targets
Train customers
Follow-up on customer payments

Headquarters:
363 Oak Avenue, Ferndale
Randburg 2194

Internet: www.zeiss.com
E-mail: info@zeiss.com

Banking Details:
Nedbank: Current Account, Ferndale
Account No:192205055
Branch Code: 198 405
VAT REG No.: 4200103044
REG No: 1939/013314/07
SWIFT Code: NEDSZAJ

Directors:
Schneider Thomas Reinhold
Dr Metz Mathias
Seyfi Ceyhan (Managing Director)



Arrange the ordering of equipment
Arrange equipment for branches and congresses
Arrange product related workshops, congresses, and roadshows
Assist representatives with specific product requirements
Ensure marketing material for product is current and available
Present market related data to Area Manager & PC Manager for budgeting
Keep current records on competitive products
Provide product training to representatives and dealers when required
Provide product demonstrations when required

Headquarters:
363 Oak Avenue, Ferndale
Randburg 2194

Internet: www.zeiss.com
E-mail: info@zeiss.com

Banking Details:
Nedbank: Current Account, Ferndale
Account No:192205055
Branch Code: 198 405
VAT REG No.: 4200103044
REG No: 1939/013314/07
SWIFT Code: NEDSZAJ

Directors:
Schneider Thomas Reinhold
Dr Metz Mathias
Seyfi Ceyhan (Managing Director)