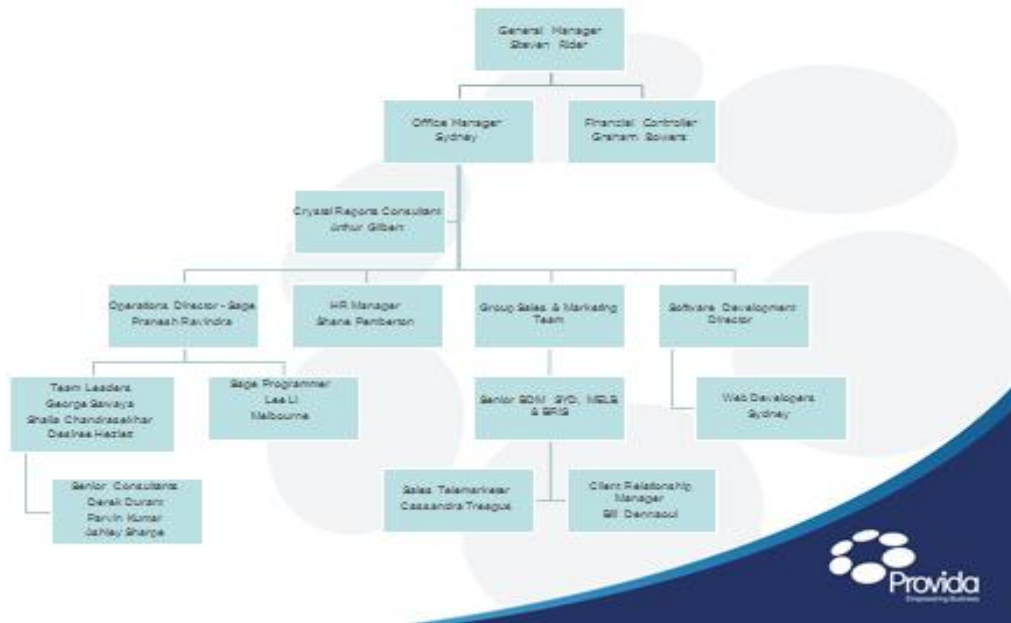


# Position Description

TITLE: *ERP Sales Consultant*

Provida Organisational Chart...



**PURPOSE OF POSITION:**

To grow the revenue stream of Provida and contribute towards the growth of the company by selling ERP and CRM solutions to "blue chip" corporate clients. This will include the following broad tasks:

- Seminar presentations
- Marketing
- Sales
- Pre-sales

**SCOPE OF POSITION:**

The Sales Consultant position is part of the sales and marketing team at Provida. The candidate will sell ACCPAC and CRM to customers throughout Australia.

Specific duties will include (but not be limited to):

- 1 Provide professional ERP systems advice to corporate clients,
- 2 Assist with pre-sales preparation as required e.g. software demonstrations,
- 3 Attend pre-sales meeting with clients,

- 4 Manage the sales process from qualification through to cementing the sale,
- 5 Call prospects to follow through the sales process,
- 6 Update the internal ACCPAC CRM system with sales progress,
- 7 Prepare proposals for prospects,
- 8 Prepare quotes for clients or prospects,
- 9 Submit proposals to prospects and follow up,
- 10 Respond to Requests for Proposal (RFP) and Requests for Information (RFI),
- 11 Assist with marketing activities where required,
- 12 Run pre-sales seminars.

#### CHARACTERISTICS OF A SUCCESSFUL ERP SALES EXECUTIVE:

A successful candidate for this role would have the following characteristics:

- Quick thinker;
- Be able to engender confidence in the prospective client;
- Creative thinker;
- Strategic thinker;
- Adaptive;
- Responsible;
- Open to transparency and accountability;
- Mature;
- Able to form relationships easily;
- Preparedness.

#### QUALIFICATIONS:

The most important qualification for this position is the ability to sell. There are academic qualifications that will help the candidate understand the market and also gain credibility with potential clients. These are:

- 1 CPA/ACA
- 2 MCSE/MCSD/MCP
- 3 ACCPAC A, C or E levels
- 4 Business degree or post graduate business qualification

#### REPORTING RELATIONSHIPS:

The position reports to the Managing Director or Sales Manager.

#### LOCATION:

The position will be based in Sydney, Melbourne or Brisbane and some travel between these cities will be required.

**REVIEW:**

The position will have an annual performance review. The Base Salary will be reviewed at Management's discretion, unless otherwise stipulated in your letter of offer.

**OPPORTUNITIES FOR ADVANCEMENT & SALARIES:**

The salary package will be negotiated directly with the Managing Director. The annual salary package will be structured with a combination of base salary, performance compensation and allowances.

Commissions, incentives and bonuses only apply after successful completion of the probationary period. Salary sacrifice will be considered for parking and motor vehicle lease costs. Only a novated car lease will be considered.

Should you receive two written warnings from the Managing Director of the company regarding the quality of your work, your salary will revert to the base component. All bonuses, allowances and commission will be removed from the salary package. A third written warning will result in instant dismissal.

**PROVIDA VALUES:**

