Notes

3.3 Task of the salesperson

Salesperson tasks are divided into 3 sections:

Sales tasks

Supplementary services

Non-sales task

3.3.1 Sales tasks

Attaining customers through prospecting - Canvassing new customers

Regular contact via e-mail/ video conferencing/sms and visits

Presentation and demonstration

Handling enquiries and Objections – Provides information, answers questions and overcomes objections

Gaining information

3.3.2. Supplementary services

Customer services: The salesperson provides different services to customers such as product displays, promotion, training of sales personnel and placing advertising material and installing products

Handling of complaints: Salespeople are links between the buyer and the producer. It is the salespersons duty to ensure that the customer is kept satisfied

Handling returns and adjustments: All adjustments in documentation and accounts resulting from product defects, incorrect deliveries and returns are usually brought to the attention of the salesperson for correction

Credit applications: Salespeople also deal with documentation for credit applications and must establish the financial position of the prospective buyer beforehand

3.3.3 Non – sales tasks

Planning – Planning objectives, preparing for the presentation of sales demonstrations and daily

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- 1. Understanding the eBook Sales Management N5 Assignments
 - The Rise of Digital Reading Sales Management N5 Assignments
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Sales Management N5 Assignments
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sales Management N5 Assignments
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sales Management N5 Assignments
 - Personalized Recommendations
 - Sales Management N5 Assignments User Reviews and Ratings
 - Sales Management N5 Assignments and Bestseller Lists
- 5. Accessing Sales Management N5 Assignments Free and Paid eBooks
 - Sales Management N5 Assignments Public Domain eBooks
 - Sales Management N5 Assignments eBook Subscription Services
 - Sales Management N5 Assignments Budget-Friendly Options
- 6. Navigating Sales Management N5 Assignments eBook Formats

- o ePub, PDF, MOBI, and More
- Sales Management N5 Assignments Compatibility with Devices
- Sales Management N5 Assignments Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - o Adjustable Fonts and Text Sizes of Sales Management N5 Assignments
 - Highlighting and Note-Taking Sales Management N5 Assignments
 - Interactive Elements Sales Management N5 Assignments
- 8. Staying Engaged with Sales Management N5 Assignments
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sales Management N5 Assignments
- 9. Balancing eBooks and Physical Books Sales Management N5 Assignments
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sales Management N5 Assignments
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sales Management N5 Assignments
 - Setting Reading Goals Sales Management N5 Assignments
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sales Management N5 Assignments
 - Fact-Checking eBook Content of Sales Management N5 Assignments
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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