

**Position:** Sales Executive(New & Used)  
**Business Unit:** Garden City Motors  
**Location:** Mbombela  
**Reporting to:** Sales Manager



## Overview: Job purpose and deliverables

**NMI** is looking for a passionate Sales Executive to drive new and used vehicle sales, deliver exceptional customer service, and exceed targets. If you are energetic, goal-oriented, and thrive in a fast-paced environment, we want you on our team.

**Purpose of the role:** The core purpose of this position is to meet and exceed targets and customer expectations at every phase of the selling process. To be successful in the role, you would have a passion for the business, up-to-date product knowledge, the ability to follow up on leads, and an excellent closing ratio. You will have a professional personal image and will have a drive to meet targets in terms of units, profit, and CSI/CCS targets.

### Key deliverables and outputs:

- Utilise the lead management system and web-based initiatives, use various methods of researching markets and gathering sales leads, and follow up and pursue sales leads.
- Contact existing or potential customers on the telephone, build a positive relationship with existing or potential customers, and create customer interest in the products and services.
- Negotiate the sale, handle objections, and close the sale
- Manage the trade-ins
- Use the correct sales administration procedures after the customer has signed the offer to purchase
- Ensure that the pre-delivery inspection process has been followed correctly, do your quality check to ensure the car is clean, and deliver the vehicle to the customer
- Develop a sound relationship with the manufacturer's representative and keep up to date with all manufacturer programs.
- Maintain effective oral and written communications with customers and work colleagues
- Create and maintain professional working relationships
- Protect the company against risks.

### Internal customers:

- Managers
- Sales staff
- customers

### External customers:

- Suppliers
- OEMs

# Overview: Essential individual competencies to be successful in the job

## Academic qualifications

- Matric Certificate or equivalent
- Unendorsed driver's license
- A marketing diploma or degree will be an advantage

## Work experience

- Willingness to work flexible hours/overtime
- Work experience in a dealership is essential
- Proof of targets/units/GP achieved over the past 12 months.

## Knowledge and Skills

- Excellent selling skills
- Driving Skills
- Product knowledge or the ability to quickly acquire
- Computer literacy
- Driving skills
- Persuasive communication style
- Ability to work without close supervision
- Attention to detail
- Time management

## Behavioural Attributes

- Customer Relationship Skills
- Financial Management
- Communication, Presentation
- Coaching Skills
- Planning and Organising
- Target Driven



Level of Decision-Making	Level of Problem Solving
Decision making takes operational trends and business plan into account and generates multiple possibilities that involve trade-offs and juggling of multiple variables (budget, people, technology).	Problem solving requires specialist and/or highly technical ideas/concepts.

**APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 31 January 2026**

Email: [Recruitment@nmi.co.za](mailto:Recruitment@nmi.co.za)

**Please Use Reference: Sales Executive – Garden City Motors Mbombela**

Any internal employee who considers this opportunity must inform his/her manager prior to applying/attending an interview.

Should you not receive a response in 10 days, please consider your application as unsuccessful as Selection will be done in terms of the company's Employment Equity Policy