

**Position:** Sales Executive  
**Business Unit:** MG  
**Location:** Umhlanga  
**Reporting to:** Sales Manager/Dealer Principal



## 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

- Experience in the industry
- Proven track record in Customer Service
- Previous sales experience

## Knowledge and Skills

- Driving skills
- Persuasive communication style
- Ability to work without close supervision
- Attention to detail
- Time management
- Computer literacy

## Behavioural Attributes

- Good communication
- Ability to negotiate on all levels
- Time Management
- Analytical skills
- Computer & business systems skills
- Concern for standards
- Interpersonal sensitivity
- Authoritative and assertive communication style.

### Level of Decision-Making

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).

### Level of Problem Solving

Problem solving requires specialist and/or highly technical ideas/concepts.

**APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 29 June 2026**

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

**Please Use Reference: Sales Executive – MG Umhlanga**

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