



JOB Description

Department	Sales
Purpose of Role	Present and sell company products and Identify, resolve client concerns and increase company sales.
Responsibilities / Main Duties	<ul style="list-style-type: none"> - Present and sell company products and services to current and potential clients. - Prepare action plans and schedules to identify specific targets and to project the number of customers to be sold. - Follow up on new leads and referrals resulting from field activity. - Develop and maintain sales materials and current product knowledge. - Establish and maintain current client and potential client relationships. - Prepare paperwork to activate and maintain contract services. - Manage account services through quality checks and other follow-up. - Identify and resolve client concerns. - Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals. - Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff. - Cooperate with company staff to accomplish the work required to close sales. - Dealing with cash payments and make the cash reconciliations on regular basis. - Working closely with manager and salesperson to improve work efficiency and expand existing customer relationships. - Develop and implement special sales activities to increase sales. - Use allowed system tools & applications to proceed with the customer journey and to maintain work effectiveness. - Report to the direct superior the feedback of subjects regarding to customers, tools, coverage & complaints. - Duties and responsibilities outlined may vary over time and are subject to management review and amendment - Any other Tasks assigned by Direct superior/ Head of Department.
Specific Qualifications	<ul style="list-style-type: none"> • Bachelor in Business Administration or any related filed. • Fresh to 1 year experience at indoor sales or customer services domain. • Proven strong ability to work independently. • Proven strong interpersonal communication skills. • Proven ability to accurately and consistently execute complex and detailed processes and procedures. • Proven influencing skills. • Proven ability to work effectively across all levels of organization and functions and to respect the authority channels of the



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	organization chart. <ul style="list-style-type: none">• Strong PC skills.• Demonstrated problem solving skills.• Demonstrated ability to prioritize effectively on a day-to-day basis.
Reports To:	Retail Sales Supervisor