

4. *Sales Executives*

Job Purpose

Duties and Responsibilities;

- Sell company products to current and prospective customers
- Achieve maximum sales profitability by ensuring close of sales
- Develop and maintain business relationships with current customers and potential customers
- Collect required field information (about competition, market conditions) and feedback and report to the relevant departments
- Follow-up for collection of payment
- Expedite the resolution of customer complaints with the supervisors
- Implement the sales strategies plans.
- Providing product awareness/knowledge to customers.
- Fulfill other duties and responsibilities as assigned.

Key Performance Measures

- Make weekly sales reports
- Update customer's database and other necessary contacts.
- Achieve the set target and implement the sale's plan
- Make expense reports for all accorded finances
- Make status reports on market research, trade shows, competition, customer's preferences, new products, pricing and any relevant information
- Generate new business opportunities and customer base

Job Requirements:

- At least a diploma in a business-related course
- Ability to meet reports deadlines.
- High levels of integrity
- Ability to meet monthly targets.
- Professionalism and courteous at all times