

JOB VACANCY

HDC(161)-HR/IU/2020/164
6th September 2020

Assistant Sales Officer Business Development, Marketing & Sales

MINIMUM QUALIFICATION & REQUIREMENT

1. A 'Level 3 Passes **OR**
2. O 'Level 5 Pass (Including English & Dhivehi) with minimum 2 years' experience.

OVERALL SCOPE

Responsible to carry out the sales function of the Corporation and provide comprehensive administrative support.

SCOPE OF WORK

- Carryout the sales activities under the direction of Supervisor.
- Work to achieve the strategic plans established to reach sales targets.
- Assist to prepare Request for Proposals (RFP's) and bidding documents for the commercial projects and implement transparent processes.
- Inform and explain potential customers regarding corporation products/services.
- Handle customer queries and complaints
- Prepare reports by collecting, analyzing and summarizing the information as directed by the supervisor.
- Prepare sales reports, presentation and recommendation to determine sales growth and revenue targets.
- Build and maintain a strong relationship with the customers.
- Maintain good knowledge of the Company's products and services

JOB SKILLS AND SPECIFICATIONS

- Basic knowledge of sales strategies and industry regulations.
- Strong communication and customer-oriented skills.
- Should be able to work as an individual and as a flexible team player.
- Should be able to prioritize tasks and manage one's own time effectively.
- Outstanding written and verbal communication skills.
- Ability to manage multiple projects and work to tight deadlines.
- Good Presentation skills.
- Considerable knowledge of the basic principles of sales and marketing.

SALARY PACKAGE:

Gross Salary between 10,800.00 to 12,000.00 based on qualification and experience.

Application Process:

Send the Job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/p2vedh>). For any additional queries please contact to 3355305.

Application Deadline:

Date: 10th September 2020 (Thursday)

Time: 14:00hrs