

JOB VACANCY

HDC(161)-HRM/IU/2021/636
23rd December 2021

**Assistant Sales Officer
Business Solutions****MINIMUM QUALIFICATION & REQUIREMENT**

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

OVERALL SCOPE

Responsible for handling and managing customer base and provide comprehensive administrative support to the sales section of the corporation.

SCOPE OF WORK

- Prepare announcement documents, carry out pre-proposal presentations, submission events and other administrative works related to the announcements.
- Meet with potential tenants and carry out all the necessary administrative works to close a sale.
- Prepare reports by collecting, analyzing and summarizing information as directed by the supervisor.
- Handle customer queries and complaints.
- Build and maintain a strong relationship with the customers.
- Maintain good knowledge of the Company's products and services.
- Work to achieve the strategic plans established to reach sales targets.

JOB SKILLS AND SPECIFICATIONS

- Basic knowledge of sales strategies and industry regulations.
- Strong customer-oriented skills.
- Should be able to work long hours.
- 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 of MVR. 13,000.00

REQUIRED DOCUMENTS

1. Accredited certificates,
2. Job reference letters
3. NID card or Driver's License
4. Police Report

Apply via: <https://jobs.hdc.com.my>

Deadline: 30th December 2021, 14:00hrs

For Further Information: 3353535 or call center hotline: 1516