

Job Description - Sales Officer

Position: Sales Officer

Job Summary:

The Sales Officer is responsible for generating sales, building client relationships, and achieving assigned sales targets. This role involves identifying business opportunities, promoting products/services, and maintaining strong client satisfaction.

Key Responsibilities:

- Identify and approach potential clients through calls, visits, and networking.
- Present and promote products/services to prospective customers.
- Maintain relationships with existing clients and ensure customer satisfaction.
- Prepare and deliver sales reports to management.
- Achieve and exceed monthly/quarterly sales targets.
- Stay updated on industry trends, market activities, and competitors.
- Coordinate with internal teams to ensure smooth order processing and delivery.

Qualifications:

- Proven work experience in sales or related field.
- Strong communication, negotiation, and interpersonal skills.
- Ability to work independently and as part of a team.
- Target-oriented with a results-driven approach.
- Proficiency in MS Office and CRM software is a plus.
- Bachelor's degree in Business Administration, Marketing, or related field preferred.

Employment Type:

Full-time