



Sales Executive / Showroom In charge (Few)

- **Vacancy for:** 5
- **Posted on:** Oct. 29, 2018
- **Deadline:** Nov. 29, 2018, 11:55 p.m.

Required: Few

Department: Sales/Marketing

Primary Responsibility: Sales and taking charge of Showroom's Outlet

Job Responsibility:

- Making sales deals with customers
- Taking the responsibility of stocks and other assets of Showroom
- Receipt of goods from the vendors, verify in every respect and approving the goods receipt note
- Physical management of stocks in an optimum layout
- Record of purchase and sales transactions in a sales/purchase registers and at software
- Performing day opening and day end by matching stocks shown by software with physical stocks and tallying cash balance
- Maintaining VAT registers on an up to date basis
- Liaise with statutory regulators and coordinating with corporate and sales/marketing teams
- Represent the company at trade events
- Other essential administrative tasks to run a showroom

Requirements:

- At least Intermediate degree in any streams, however candidates with academic background of sales and marketing will be preferred
- Experience: Minimum 6 months for sales boy and 3 years for a showroom in charge. Preference will be given to those with relevant marketing experience of footwear products
- Pleasing, convincing, charming and good with handling queries and customer counselling
- Flexible with work schedule required to work at the showrooms
- Engaging and actively involved on the promotion of services

Salary & Benefits: Negotiable

Applying Procedure

Apply Link : <https://merojob.com/sales-executive-showroom-in-charge-few/>

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