

Sales Representative

recruitment@msstaffinggh.com

Phone :

Web :



Job Summary

Vacancy :

Deadline : Jun 21, 2023

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Employment Status : Full Time

Experience : 1 - <3 Years

Salary :

Gender : Any

Career Level : Any

Qualification : SHS/Diploma

Job Description

DUTIES OF A SALES REPRESENTATIVE. • Assist in shop sales • Be abreast with client requirements and shopping needs. • Have up to date knowledge and understanding about products and services offered. • Responsible for the general cleanliness of the internal and external premises of the business shop. • Ensure that all the shop equipment function well at all times, reporting any issues that needs the attention of management immediately. • Ensure that the shop floor must be constantly replenished with products that are sold out from the shelves. • Comply with Company policies and standards, such as safekeeping of Company funds and property, security, and record-keeping procedures. • Report any issues or concerns as and when they happen. • Undertake any other duty assigned to you. • Take frequent inventories. • Stay up to date with the latest sales trend and best practices. • Present, promote and sell products to existing and prospective customers. • Maintain contact lists and follow up with customers to continue relationships. • Resolves customer complaints and queries

Education & Experience

• SHS graduate or Diploma • Two to Three years' experience in similar or same position

Must Have

• Proficiency in English • Communication and negotiation skills • Time management and planning skills

Educational Requirements

SHS/Diploma

Compensation & Other Benefits
