

Whole Sales Representative

JOB DESCRIPTION

Job Purpose

Responsible for maintaining relationship and developing sales with IT and technology wholesale clients.

Key Accountabilities

General Operations

- Develops sales by promoting company's IT products and solutions addressing wholesale client
- Answers clients' inquiries received by phone, and through email in relation to relative products, within Sales Manager guidelines, meeting clients' needs
- Identify new business opportunities and market trends
- Perform regular market visits
- Prepares and updates sales figures, negotiates deals, and close sales to achieve targets
- Coordinates with internal parties in concerned departments and invoicing according to client request ensuring smooth operation and client satisfaction
- Coordinates with the Warehouse Manager to ensure availability of products based on clients' needs or internal parties
- Prepares and updates price lists and promote products on different social media platforms
- Maintains efficient working environment and good relations with clients reflecting good image for the company
- Keeps up-to-date with service and products provided by competitors.
- Carries out office administrative matters including filing, correspondences, appointments, etc.

Prerequisites

- Respects all of the company's internal rules, policies and procedures
- Analyzes and fills all required reports on daily, weekly, monthly and yearly bases
- Sets a good example regarding punctuality, hygiene, attendance and attitude

- Able to work in a fast-paced, target-driven environment
- Performs other duties in line with scope of work and as assigned by the direct manager when needed

Qualification Requirements:

Educational degree: Bachelor degree in Business management, Sales or equivalent

Computer Skills: Microsoft Office

Language Skills: English, and Arabic