

Sales Executive

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Company: Tanqeeb

Location: Manama

Category: other-general

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JD for Sales Executive

Overview:

As the Sales Executive, you will be responsible for researching and pursuing new business leads for the growth of the Company. Client acquisition is your primary objective/role besides taking ownership of planning and execution of Sales & Marketing activities to help generate leads. The role involves active coordination across teams and departments and demands exceptional inter-personal skills. The Sales Executive is expected to work on identifying prospective clients, building customer database, preparing and submitting the business proposals and presentations, in order to yield new business for the organization.

Job Roles and Responsibilities

The role of a Sales Executive is to assist the organization's efforts on the sales and business growth by contributing to new customer acquisition. He/she should be able to provide ideas to attract and persuade new clients and keep the senior management updated about marketplace and competitor activities on a timely basis. The primary roles and responsibilities of a Sales Executive are,

- Identify and drive new business opportunities through existing and/or new business relationships
- Advise clients on the most suitable and effective Training Programs for their staff members based on their business objectives and operations
- Make sure that the recommendations to clients are grounded on consumer insights and market potential
- Identify prospective clients and the client database be kept updated regularly
- Make cold calls for generating new business leads and for arranging business meetings
- Arrange meetings for the senior management with prospective clients
- Support in writing new business proposals and presentations
- Constantly be updated about the Courses/Programs provided by the company
- Be updated on the pricing strategy followed
- Work closely with the Business Development Manager/General Manager in building business opportunity for the company
- Follow company guidelines and procedures for acquisition of customers, submission of proposals etc.
- Achieve Sales Targets

Qualification & and Experience

- Any degree/diploma or equivalent
- 2-3 years of Sales/Business Development experience particularly in the Education/Training Sector
- Exceptional client facing communication & presentation skills
- Business revenue-driving ability, demonstrate a significant level of initiative and resourcefulness
- Manage own time/workload effectively and be accountable for team productivity and meeting deadline

Competencies & Skills Required

Possess strong customer service skills

Excellent written and verbal communication

Must have good negotiation skills

Be able to create good presentations

Must have excellent interpersonal skills

Be detail-oriented and an active listener

Be able to work under pressure

Be able to speak, read and write Arabic and English

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