

Job Title: Sales Executive (outdoor)

Department: Sales

Reports To: Sales Manager / Branch Manager

Location: Head Office – KSA (with coordination across Dammam, Riyadh, Jeddah)

Job Purpose

The Sales executives sell products and services to existing customers, and solicit new business clients to increase sales revenues and building business by identifying and selling prospects; maintaining relationships with clients. Sales executives work against periodic targets, set at monthly, quarterly and yearly levels.

Duties and Responsibilities

- Sell the company's products by implementing sales plan, to be aware of complete product range that can be offered to client. To have full awareness of products through data sheets.
- Always schedule visits in advance to potential new customers to significantly develop the business. Conduct 6 to 8 visits a day depending on geographical location.
- Ability to achieve assigned monthly budget for the product brand / category. Evaluate weekly and analyze budget versus actuals achieved.
- Responsible for achieving monthly sales target, number of daily activities/tasks, call quality, appointment setting potential clients who are good in payments etc.
- Initiates and coordinates development of action plans to penetrate and create new end-users monthly.
- Ability to prepare seminars on brand development and organize seminars in exhibitions and represent the brand associated with company.
- To be aware of market competition brands and competitor prices (with validation).
- Making use of the print and electronic media to get information of new projects awarded, market information.
- Identifies, qualifies and cultivates new sales opportunities through multiple mediums (email, phone, business contacts, Site Visits).
- Maintains a high level of attention to detail managing all respective sales activities (notes, follow-ups, emails, call logs, Erp reports)
- Quotation Follow up, Negotiation & Finalization of orders and track them and analyze them through ERP and manual Excel files.
- Preparation of Weekly Sales & Visit Plan. Increase the customer base of the company
- Learns and Conducts product demonstrations as and when required.
- Provided technical assistance pre-sales and after-sales support service to provide technical backup as required for effective Customers support.
- Customer visit should be informed in advance to the Line Manager and need to make proper report with record.
- Constant and timely follow up for payments and ensure the collection within approved credit terms
- Enhance knowledge in ERP and computer systems, ensure that there are no pending DO's
- Deal with customer complaints appropriately and as per defined systems and also ensure that corrective and preventive actions are taken wherever required
- Ensure that prompt and timely deliveries are made by coordinating with the respective staffs
- Ensure that billing closes last day of every month
- Ensure the invoices reach the customer without any delay
- Ensure proper tracking of DO and invoices are done.
- Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
- Any related activity assignment by the Line Manager / HOD

Sales Targets:

- **Sales Target:** Achieve a minimum monthly sales target of **350,000 SAR**
- **Performance Expectation:** The candidate is expected to drive revenue growth by meeting a monthly target of **350,000 SAR**. This includes proactive lead generation, effective negotiation, and closing deals within the assigned territory to ensure consistent monthly performance.
- Ensure all the sales mails should be acknowledged on time.
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Qualifications

- Education: A university degree in Arts/ Management/ Engineering and or any Diploma graduation with excellent PC skills.

Experience: 3+ Years of Relevant Experience

Skill sets

- **Car driving ability handle customers.**
- Basic computer skills and MS-office, Outlook, Excel etc.
- Ability to understand client's needs and present solutions
- Need to be self-learner and manage according to environment.
- Regular visit customers, handle objections and rejections positively.
- Ability to understand client's needs and present solutions
- Need to be self-learner and manage according to environment.
- Regular visit customers and build sales pipeline.
- Understanding of market and product
- Ability to gather and analyze information
- Excellent customer service skills
- Ability to understand and collect information related to business enquiries from potential clients government companies, trading companies, industrial companies.
- Able to organize, prioritize, and manage multiple tasks in a dynamic environment
- Ability to identify and resolve problems in a timely manner
- Effective negotiation skills
- Sound and accurate judgment and share correct information about market.
- Well-developed interpersonal and communication skills
- Computer literate, especially MS Office Suite (Word, Excel, Access, etc.)
- Ability to work in a multicultural environment with colleagues around the world and in multiple time zones