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| D:\i2  Logo | Job Description – Sales Representative - Indoor |

**Job Specifications:**

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| Divisions Activity | Retail |
| **Director’s Title** | Retail Director |
| **Manager’s Title** | *Sales* Manager |
| **Direct Superior's Title** | *Retail* Store Manager |
| **Position’s Title** | *Sales Representative - Indoor* |
| **Number of Subordinates:** | - |
| **Number of holders of the same title** | 260 |
| **Work Station/Premises Location** | *Retail Store* |
| **Total Number of years of experience** | 1 |
| **Professional experience** | 1 |
| **Age (Average)** | From 24 to 28 |
| **Required Qualifications** | BA degree |
| **Major Responsibilities:**   * Perform direct marketing and sales activities to generate sales as per the agreed sales and marketing plan. * Present to customer the latest updated offers issued and prepared by the sales manager in order to increase sales in the showroom. * Respond to and follow up sales inquiries by mail, telephone. * Maintain and develop existing and new customers through planned individual account support. * Monitor and report on activities and provide relevant management information. Capable of explaining all the information of the products as well as communicating the use of all the products in the most professional and efficient way. * Maintain and develop a computerized customer and prospect database. Implement the sales strategy within his/her showroom. * Attend training and to develop relevant knowledge and skills. * Implement shop merchandising, layout and customer traffic flow so as to maximize sales, customer satisfaction, appearance, image and ergonomics for customers * Responsible of the proper display of the products in the showroom. * Make sure all the required quantities of products are displayed in the showroom and eliminate the stock shortage. * Prepare all the transfer orders to replenish the showroom stock. | |
| **Skills:** | |
| * **Language Skills:** * **Arabic :** Mother Tongue * **English:** Good command of written and spoken | |
| * **Computer Skills:** * Good knowledge of Windows & Microsoft Office Applications | |
| * **Other Skills:** * Excellent organization Skills * Excellent Team Work skills * Excellent customer service skills * Excellent ability to work under pressure | |

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| **Person’s Profile:**  Self-driven, results-oriented with a positive outlook, and a clear focus on high quality and business profit. Highly motivated, positive thinker and achiever. Reliable, tolerant, and determined. Empathic communicator, able to see things from the other person's point of view. Well presented and businesslike. Keen for new experience, responsibility and accountability. Able to get on with others and be a team-player. Able to communicate and motivate via written media. Understands the principles of marketing and sales including product offer development, features-benefits-solutions selling, etc. |
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| **Space for career advancement within Itsalat International – i2:**   * *Retail* Store Manager |