

Job Title: Sales Executive

Department: Retail Outlet

Reports To: Senior Operations Manager

Job Summary:

The Sales Executive is responsible for assisting customers, promoting and selling IT products and services, handling sales transactions, maintaining product displays, and achieving assigned sales targets. The role requires good knowledge of networking products, accessories, and other IT-related products.

Key Responsibilities:

Welcome customers and understand their IT product requirements.

Recommend suitable CCTV systems, networking Equipments, Doorphone Systems, accessories, software, and other IT products.

Explain product features, specifications, prices, warranties, and after-sales services.

Prepare quotations, invoices, sales orders, and other sales documentation.

Achieve daily, monthly, and annual sales targets.

Follow up with customers regarding quotations and pending orders.

Maintain good relationships with existing and potential customers.

Keep the showroom/shop clean, organized, and professionally displayed.

Ensure products are properly labeled and prices are updated.

Monitor stock levels and coordinate with the store/warehouse team for replenishment.

Coordinate with technical and installation teams when customers require technical support or installation services.

Assist with receiving and checking incoming products.

Stay updated on new IT products and technologies

Handle customer complaints professionally and escalate technical or service issues when necessary.

Required Qualifications & Skills:

Previous experience in IT sales, retail sales, or customer service is an advantage.

Basic knowledge of computers, networking, CCTV, printers, accessories, and other IT products.

Good communication and customer-service skills.

Good negotiation and sales skills.

Basic knowledge of QB Software



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Ability to work under sales targets.

Honest, responsible, punctual, and well-presented.

Salary: Mvr 12,000 – Mvr 15, 000

