

# Sales Executive Job Specification

## Position Title

Sales Executive

## Reports To

Sales Manager

## Key Responsibilities

- Identify and develop new business opportunities and clients.
- Maintain relationships with existing clients and ensure high levels of customer satisfaction.
- Meet and exceed sales targets as assigned by management.
- Conduct market research to identify selling possibilities and evaluate customer needs.
- Prepare and deliver appropriate presentations on products and services.
- Negotiate contracts and close agreements to maximize profits.
- Provide sales reports and forecasts to management as required.

## Requirements

- Bachelor's degree in Business Administration, Marketing, or a related field.
- Proven experience as a Sales Executive or relevant role.
- Excellent communication and negotiation skills.
- Self-motivated and result-oriented.
- Strong organizational and time-management abilities.
- Proficiency in MS Office applications.

## Work Environment

- Full-time position, office-based with regular travel to client locations as required.
- May require occasional overtime to meet sales targets and deadlines.