



**JOB DESCRIPTION**

**SALES EXECUTIVE**



**ABOUT THIS JOB**

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**Work Location**  
Singapore (East)

**Work Days**  
5 days and alternate  
Saturday shift

**Job Level**  
Experienced (Non-  
Manager)

**Job Type**  
Full-time

**Qualification**  
'O' Levels and above

**Experiences**  
More than 2 years

**Language Proficiency**  
Bilingual in English &  
Mandarin or Malay or  
Tamil

**Salary**  
\$1,800 to \$2,500/month,  
excluding commission

**Category**  
Customer Service, Sales

**JOB BENEFITS**

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Uniform



Training &  
Development



Salary  
Review



Annual Leave



Commission

**JOB DESCRIPTION**

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- Providing excellent customer service to ensure satisfaction of our customers
- Driving sales through site visits and occasional sales roadshows
- Attending to sales enquiries
- Understanding and catering to customers' needs and preferences for air-conditioning solutions for their homes
- Preparing and submitting daily/monthly sales reports to record customer visits for after-sale service and prospects, new sales orders received, etc
- Exploring new ways of generating additional orders and revenue
- Performing ad-hoc job-related admin duties when assigned

**JOB REQUIREMENTS**

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- Applicants with experience in retail and/or sale of air-conditioning systems will be advantageous
- Possess good communication and interpersonal skills
- To be self-motivated and sales driven
- Able to commit to work on weekends, public holidays, and during retail hours