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| **Job Title** | Corporate Sales Executive |
| **Reports to** | Head of Sales |
| **Department** | Marketing, Research and Development |
| **Work relations** | Sales Team |
| **Supervises** | N/A |

**Job Purpose**

To market and sale all Company products

**Job Duties;**

1. Prepare pitch materials for stand-alone presentations to be used for selling company products.
2. Implement the sales process with the BDM.
3. Participate in conducting research on customer requirements / market demands
4. Participate in implementing marketing plans and projects for new and existing products.
5. Assist to collect, analyze and provide data to Management on sales activities to guide in planning /decision making.
6. Assist in building relationships with internal and external clients and ensure that the Company maintains good customer relationships.
7. Attend social functions, promote company image / products and participate in sensitization /creating awareness to the public /clients
8. Provide after-sales service to clients
9. Participate in training programs for sales and marketing staff
10. Assist in preparing reports periodically on business sales.

**Job specifications;**

1. Bachelor’s Degree in Marketing, Management, Arts or business field from a reputable university.
2. A minimum of 2 years’ experience in a Sales or service position
3. Strong selling skills, excellent interpersonal skills, strong presentation and other communication skills.
4. General knowledge of Company products
5. Understanding of the various selling techniques.
6. Creative, innovative and goal oriented.

**Signature**

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| **Job holder Name:** | **Signature:** |
| **Supervisor Name:** | **Signature:** |