

## **JOB DESCRIPTION**

### **SALES EXECUTIVES**

- **Reports to:** Business Development Manager
- **Direct Reports:** None
- **Location:** Community 25, Tema
- **Employment Status:** Full-time

#### **Position Summary:**

We are in search of passionate and talented **Sales and Marketing Executives** to promote and sell our products and services. These individuals will be responsible for helping improve the financial performance of the business by identifying new business prospects and selling company products to them. They will build and maintain relationships with both current and new clients. They will also need to stay ahead of their competition and work on sharpening and improving their selling skills. Ideal candidates must have significant experience in sales, and a good understanding of the sales and marketing processes. They must have good negotiation and communication skills.

#### **Responsibilities:**

- Introducing, presenting or promoting Hanex services to prospective clients
- Securing viable prospects for sales purchase.
- Meeting with clients in-person or virtually.
- Securing new business, and achieve monthly/annual sales target.
- Negotiating contracts.
- Building and maintaining relationships with clients and prospects.
- Attending or representing the company at trade exhibitions, events, meetings, conferences etc.
- Staying current with trends and competitors to identify improvements or recommend new strategies.
- Build and maintain professional networks.
- Preparing and submitting periodic reports.

#### **Required Qualification & Experience:**

- A minimum of Bachelor's Degree in Marketing, Communication, Business Administration or related field.
- A minimum of two (2) years' experience in sales.
- Experience in the construction industry will be an added advantage.
- Excellent communication skills and ability to negotiate.
- Passion for sales, and a good understanding of the sales process.
- Goal-oriented and desire to deliver results.
- Fast learner and quick thinker.
- Proficiency in Microsoft Office suite or related applications.
- **Must reside in Community 25, Tema or surrounding areas.**

#### **How to apply:**

Interested applicants should email their CVs to the address below:

[hr@hanexweks.com](mailto:hr@hanexweks.com)