

## **Position: Sales Executive**

### **Report to: Senior Sales Manager**

#### **Responsibilities:**

- Identify customers for Branded luxury goods in Hong Kong and China market
- Maintain and develop a potential customer and prospect database
- Maintain and develop good relationship with existing and new customers through planning, personal visits, and different sales and marketing channels to drive sales
- Plan and carry out sales activities to agree selling prices, sales target, product mix and timescales.
- Develop ideas and create offers for design proposals to clients, designers, architects and accounts by company's products.
- Respond to and follow up sales enquiries by e-mail, telephone, personal visits and meetings.
- Workstation location may be varied and to be assigned to a company's different facilities.
- Monitor and report on activities and provide relevant management information.
- Manage sales team members and provide assistance to maintain outstanding performance to meet satisfaction to the company.
- Work and communicate with colleagues from different departments to complete the projects.
- Carry out market research, competitor and customer surveys.
- Liaise and attend events with other company functions necessary to perform duties and aid business and organizational development.
- Liaise with suppliers for product inquiries and ordering matters.
- Attend training and to develop relevant knowledge and skills.

#### **Requirements:**

- Diploma or degree holder with 3-5 years' experience in relevant field
- Active and outgoing
- Strong interpersonal skill
- Good communication manner
- Good command of both English and Chinese
- Experience in handling corporate account
- Experience in kitchen system is highly preferred