

WE ARE HIRING!

JOB TITLE: SALES REPRESENTATIVE (04)

LOCATION: SHEESHA INSTALLMENT OFFICE

About the Role:

We are looking for a motivated and experienced Sales Representative to join our team at the Sheesha Installment Office. This role is ideal for someone with a proven track record in sales and a passion for achieving targets in a dynamic environment.

Requirements:

- GCE 'A' Level with 2 passes, or GCE 'O' Level with 6 passes, including English.
- Proven experience in sales or a related field.
- Proficiency in MS Office and familiarity with point-of-sale software.
- Ability to work efficiently in a fast-paced environment and handle customer grievances professionally.
- Ability to collaborate and work as part of a team.
- Excellent communication and interpersonal abilities.

Key Responsibilities:

- Perform duties at the front desk such as answering phone calls and providing information about the products to the customers.
- Collection and verification of payments, application forms and issuing of quotations.
- Preparation of agreements, registration forms and issuing of annual fee & insurance stickers.
- Carrying out other administrative work related to the department.

What We Offer:

- Career advancement opportunities and annual increments as per company policy.
- Comprehensive health insurance and staff discounts.
- Salary, MVR 11,000+ / Negotiable based on qualifications and experience.

DEADLINE: 31st March 2025

- Candidates are required to submit fully completed "Application Form" with supporting documents listed in the form, before the deadline. Application form will be available to download from www.honda.mv
- Applications must be a compiled PDF file of all documents.
- Only short-listed candidates will be called for interview.