

## Retail Sales Executive - Ebonyi

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Company: Fuzu

Location: Nigeria

Category: other-general

### Job Summary

Contract Type:

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### Requirements

Education:

Degree in Business Administration or related qualification including certifications.

Minimum of 2 years sales related work experience.

Skills

Excellent interpersonal skills

Written and communication skills.

Demonstrable evidence of creative initiatives.

### Responsibilities

Ensure that receipt is issued for all and every item purchased (no exception).

Recommend accessories/device enhancement for items purchased to customers.

Attend to customer's difficulty and issues in making payments;

Process refunds and sales return for customers.

Daily reconciliation of transactions and Stock.

Work closely with the branch Supervisor, to ensure steady supply of required stock/ item;

Maintain good and clean working environment which include proper arrangement of desk, stocks and accessories, etc.

Ensure that cash at hand do not exceed certain limit as specified or advised by the accounts department before depositing in the bank.

Maintain accounting procedures in posting all transactions as directed by the accounts department.

Transfer all faulty products to the appropriate department for onward return to the suppliers.

Ensure that all products and accessories are tested immediately after purchase before customer takes delivery.

Create and maintain a friendly working environment and relationship for all branch staff including manufacturer's representatives.

Keep record and current status of all customers' items that were sent for warranty.

Work closely with customer care center to ensure that customer's product is given proper attention.

Conduct price and feature comparisons to facilitate purchasing

Ensure display stands are fully stocked

Coordinate with the branch supervisor to provide excellent customer service (especially during peak times)

Inform customers about discounts and special offers

Provide customer feedback to the branch supervisor

Stay up-to-date with new products/services

Meet weekly, monthly and quarterly sales target

Learn how products work and how to troubleshoot issues with customers

Assist other team members with transactions when necessary.

Any other assignment as may be given by the branch supervisor, MD or the management.

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