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Retail Sales Executive - Edo

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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 tocustomers.

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 properarrangement of desk, stocks and accessories, etc.

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

Maintain accounting procedures in posting all transactions as directed by theaccounts 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 purchasebefore customer takes delivery.

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

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

Work closely with customer care center to ensure that customer's product isgiven 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 themanagement.

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