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ENOC Lubes Sales Executive Jobs in Dubai | Emirates National Oil Company

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Company: Emirates National Oil Company

Location: Dubai

Category: sales-and-related

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Description:

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and any other financial activities. The document provides a detailed list of items that should be tracked, such as dates, amounts, and descriptions of each transaction. It also outlines the proper format for recording these entries, ensuring that they are clear, concise, and easy to read. The second part of the document focuses on the process of reconciling the records. It explains how to compare the recorded transactions with the actual bank statements and other financial statements to identify any discrepancies. The document provides a step-by-step guide to performing a reconciliation, including how to identify errors, correct them, and ensure that the records are balanced. The final part of the document discusses the importance of regular audits and reviews. It explains how to conduct a thorough audit of the records, checking for accuracy, completeness, and compliance with applicable laws and regulations. The document provides a checklist of items to be reviewed during an audit, such as the accuracy of the records, the completeness of the data, and the proper handling of any discrepancies. It also discusses the importance of maintaining the records for a sufficient period of time to allow for future audits and reviews.

To achieve annual budgeted sales, contribution and financial targets from the sale of Lubricants brands marketed by EPPCO Lubricants.

Job Responsibilities:

Achieve set sales levels of Lubricants marketed by EPPCO through regular / planned visits to customers and prospects.

Call on existing and prospective customers to determine their needs and attempt to satisfy these needs through the profitable sale of branded lubricants.

Ensure customers are satisfied with product performance and service.

Maintain professional relationships

Recommend selling prices.

Make business proposal offers against received inquiries by offering appropriate branded lubricant products and prices.

Job Requirements:

Valid UAE light vehicle-driving license.

Very good knowledge of spoken and written English. Knowledge of spoken and written Arabic is an advantage.

PC literate – knowledge of MS Office software – Excel, Word, PowerPoint.

3-5 years' business to business selling experience – preferably in the lubricants market but not essential.

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