

## Showroom Sales Executive Jobs In Dubai | Talent Pal

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Company: Talent Pal

Location: Dubai

Category: sales-and-related

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Responsible to attend clients who visit showroom and should have a good knowledge of products.

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Responsibilities

Reports to Showroom manager.

Showroom sales executive must attend and greet clients as they enter the showroom in a courteous attitude and provide the necessary inquiries by introducing the products in a professional and knowledgeable manner.

Upon the client's request, Showroom sales executive must provide a quotation to the client through the IFS system. Moreover, advise the client material availability will be confirmed with payment commitment only.

Once the client approves the quotation, a minimum down payment of 40% is required in order to reserve the materials in the system and the balance payment is required before issuing the delivery order and invoice.

Availability of such product selected, must be clearly advised to client on the spot or in some cases after a written confirmation from supplier that does not exceed three working days.

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## Requirement

The client must be notified for product delivery or delay with an explanation on the cause of delay.

Showroom sales executive must follow up with clients who has been given a quotation and never heard from by contacting the client and find out the wants and needs. Furthermore, suggest an alternative if the reason was due to unavailability of the required materials or the prices were over their budget.

Provide the client with necessary design through our designer for bathrooms / living room free of charge if the client purchases a complete package otherwise as advised and directed by S/M or B/M.

A monthly total quotations report must be provided to showroom manager on the 5th of each month.

Sales Support will handle all data entry work related to sales orders, delivery orders & invoices.

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