



<https://ablazeph.com/job/sales-executive/>

## Sales Executive

### Description

- Meet prospective clients and introduce the company and its line of products.
- Build and maintain client relationships to meet and exceed sales goals.
- Manage new and existing accounts and regularly send updates about new products.
- Generate weekly reports and sales forecasts
- Do administrative work such as processing of purchase orders and preparing sales quotations
- Achieve given individual sales targets.

### Qualifications

- Must be both willing to work in Quezon City and do field work.
- At least 6 months to 1 year relevant experience in the field.
- Must be computer literate and has basic knowledge on MS Office (Word, Excel, Powerpoint).
- Must be customer-oriented and have excellent verbal and written communication skills.
- Must be willing to learn and undergo product training.
- Must work well in a fast-paced environment with dynamic requirements and priorities.
- Great in attention to detail and committed to managing problems through resolution.

### Hiring organization

Ablaze Marketing

### Job Location

141 D Tuazon St., Quezon City,  
Metro Manila, Philippines

### Date posted

October 9, 2024