

WE ARE HIRING

1 SALES EXECUTIVE

Full Time
(Salary: 10,800 - 12,600)

Key Responsibilities:

- Identify potential construction and development projects within the assigned territory.
- Develop project pipelines and convert opportunities into confirmed sales orders.
- Achieve and exceed assigned monthly, quarterly, and annual project sales targets.
- Maintain consistent follow-up on all active projects to ensure timely sales closure and repeat purchasing.
- Coordinate with internal departments to ensure accurate order processing and delivery.
- Conduct regular visits to contractors, developers, consultants, project owners, and construction applicators.
- Establish and maintain strong professional relationships with key decision-makers and influencers.
- Act as the primary point of contact for assigned project customers.
- Resolve customer queries, complaints, and coordination issues promptly and professionally.
- Deliver detailed product presentations and demonstrations across all company product groups.
- Organize and conduct product training sessions, workshops, and technical seminars for contractors, consultants, and applicators.
- Ensure customers are well informed about product features, benefits, application methods, and technical specifications.
- Prepare and submit product specification documents, technical datasheets, method statements, and related documents as required by projects.
- Coordinate with consultants and project engineers to ensure products are approved and specified.
- Support customers during product trials, mock-ups, and site application processes when required.
- Prepare weekly visit plans and sales activity schedules in line with company objectives.
- Maintain accurate and up-to-date records of customer visits, project status, and sales activities using the company provided tablet.
- Submit timely sales reports, project updates, and forecasts to the Supervisor or Sales Manager.
- Ensure all customer data and activity logs are accurately recorded and securely maintained.
- Ensure all sales activities comply with company policies, procedures, and ethical standards.
- Represent the company professionally at all times during site visits, meetings, and events.
- Adhere to safety rules and regulations while visiting construction sites.
- Perform any other duties reasonably assigned by the Supervisor to support business operations.

Requirements:

- Basic proficiency in Microsoft Office applications (Word, Excel, Powerpoint).
 - Computer literate and able to use digital tools for reporting and customer management.
 - Experience in sales, project sales, or construction-related industries is an advantage.
 - Experience in dealing with contractors, developers, or project-based customers is preferred.
 - Strong interpersonal and communication skills.
 - High level of integrity, responsibility, and professionalism.
 - Enthusiastic, committed, and results-oriented mindset.
 - Positive attitude with the ability to work independently and as part of a team.
 - Must be able to ride a motorcycle and possess a valid driving license.
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Scan for online
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Successful candidates would be offered an excellent
remuneration package along with other benefits such as:

- Food and attendance allowance
- Career advancement opportunities
- Paid annual leaves
- Training opportunities
- Ramadan bonus
- Performance and sales incentives
- Credit facility (to long serving employees)
- Corporate Health Insurance Scheme

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before **30th September 2026**