

**Designation: Sales Promoter Cum delivery/Counter Sales Executive**

**Location – GOA (Porvorim/ Majorda/ Taleigao)**

**Skills:**

- Very good in communication
- Experience in handling frozen food retail store
- Willing to travel any store and very flexible

**Industry:** Candidate from Food and Hotel industry must required

**JOB DESCRIPTION**

- Should assist the customers at the counter with their queries and at the same time Demonstrate and provide full information on promoted products/services to customers
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- Should ask questions and provide relevant information to the customers that they might need and then list down the orders which the customers might purchase thereby providing them excellent service.
- Identify interest and understand customer needs and requirements
- Must treat all the customers with respect and courtesy.
- Distribute product samples, brochures, flyers etc. @ various places to source new sales opportunities in order to boost up sales
- Preparing & sending reports on sales inventory, product inventory, daily, weekly & monthly sales, attendance as & when required
- Keep updated on product inventory, product list, pricing & new products
- Should maintain each and every record of customer details, customer orders, pricing, product expiry & dump stocks and should be able to retrieve it whenever needed.
- Need to follow up on the orders which the customer makes and should be upbeat while resolving problems and ensuring customer satisfaction.
- Cleaning (mopping & other cleaning as required) sanitizing, & maintaining the hygiene of the store, as per requirement
- Maintaining proper hygiene & of grooming self on daily basis
- Cleaning the store & customer area to ensure a neat appearance.
- Should ensure that each & every safety rules are followed by self & customers visiting the store.
- To be updated on any new launch products, discounts, offers, promotions & communicate the same with the customers to increase sales
- Help in packaging of products, require for home delivery
- Set up booths or promotional stands and stock products
- Not to engage in any other business activities during the tenure of Employment
- Maintaining petty cash & any data, record & reports related to sales
- Follow proper payment procedure to customers as per company standards
- Wearing of proper uniform & protective equipment's as per workplace & food safety requirement
- To abide by the Company's policy & procedure