

Du Franchise- Retail Sales Coordinator

The Role:

The ideal candidate will be responsible for supporting the sales team in achieving their goals by managing and coordinating all aspects of the sales process. The sales coordinator will be responsible for ensuring that all sales-related activities are executed efficiently and effectively. This is a great opportunity for someone who is detail-oriented, organized, and has excellent communication skills.

The Profile:

- Supporting the sales team in achieving their goals by managing and coordinating all aspects of the sales process.
- Managing the sales pipeline and ensuring that all opportunities are tracked and followed up on in a timely manner.
- Coordinating sales meetings and conference calls, preparing sales presentations, and providing administrative support to the sales team.
- Conducting research on potential clients and competitors, and providing insights to the sales team to help them develop effective sales strategies.
- Providing excellent customer service to clients and responding to their inquiries in a timely and professional manner.
- Managing the sales database and ensuring that all data is accurate and up-to-date.
- Creating and maintaining sales reports and dashboards to track performance and identify areas for improvement.
- Collaborating with other departments to ensure that all sales-related activities are aligned with company goals and objectives.

Essentials:

- Bachelor's degree in business administration, marketing, or a related field
- Proven experience as a sales coordinator or in a similar role
- Excellent communication skills, both written and verbal
- Strong organizational skills and attention to detail
- Ability to work independently and manage multiple tasks simultaneously
- Proficiency in Microsoft Office and CRM software
- Knowledge of sales processes and techniques
- Ability to work well under pressure and meet tight deadlines
- Strong problem-solving skills and ability to think creatively
- Excellent customer service skills and ability to build strong relationships with clients

Payroll Officer

The Role:

Responsible for processing payroll, remitting payroll taxes and government reporting as well as preparing monthly, quarterly and year-end payroll statements. A Payroll Officer will ensure compliance with government regulations, establishing and implementing policies on matters such as payroll advancements to employees and the hiring, training and supervision of payroll staff.

The Profile:

- Ensuring all payroll transactions are processed efficiently
- Collecting, calculating, and entering data in order to maintain and update payroll information
- Compiling summaries of earnings, deductions, leave, disability, and non-taxable wages and reporting on this
- Resolving payroll discrepancies
- Maintaining payroll operations by following policies and procedures
- Developing ad hoc financial and operational reporting as needed

The Essentials:

- Proven work experience as a Payroll Officer, Payroll Clerk or similar role
- Hands-on experience with HRIS and accounting software
- Strong math skills with an ability to spot numerical errors
- Good knowledge of labor legislation
- Time-management skills
- Ability to handle confidential information
- BSc in Accounting, Human Resources or relevant field

Telesales Executive- Own/ Sponsored Visa

The Role:

Telesales Agent work in call centers where they utilize inbound and outbound telephone calls to persuade customers to purchase companies' products and services. They generate leads for outside sales teams, manage customer accounts, and promptly resolve customer complaints.

The Profile:

- Calling existing and potential customers to persuade them to purchase company products and services.
- Accurately recording details of customers' purchase orders.
- Processing all customer purchases accordingly.
- Generating promising leads for the outside sales team to pursue.
- Managing customer accounts by ensuring that existing customers remain satisfied with company products and services.
- Developing and sustaining solid relationships with customers to encourage repeat business.
- Using sales scripts proffered by the company to drive sales and respond to customer rejections.
- Developing in-depth knowledge of customer products and services to make suitable recommendations based on customers' needs and preferences.
- Continually meeting or exceeding daily and monthly targets with respect to call volume and sales.

The Essentials:

- Bachelor's or Associate's degree in Marketing, Communications, Business Administration, or related field is preferred.
- Proven experience working as a Telesales Agent.
- Proficiency in all Microsoft Office applications.
- Strong negotiation and consultative sales skills.
- Excellent organizational and problem-solving skills.
- Effective communication skills. Hindi/ Urdu is a must.
- Exceptional customer service skills.

Du Promoter

The Role:

Sell du postpaid plans directly to end customers within the allotted territory in order to achieve the monthly sales target.

The Profile:

- Promote, Attract and convince consumers on Du Post-Paid Packages
 - a. Etisalat Prepaid Customer to du Postpaid
 - b. Etisalat Post Paid customer to du Postpaid
 - c. Du Prepaid to du Postpaid
- Convince consumers to upgrade their new Handset (Part of Postpaid package) with VAS (damage protection)
- Enroll/Convert customers to Du Landline.

The Essentials:

- The candidate should be below 30 years
- Background in Credit Cards Sales, Loans Sales, and Investments would be ideal.
- Good communication skills in English, Hindi, Arabic

Timings/Salary Details:

- Shift timings – Morning/ Afternoon shift
- 6 days / week
- Salary: AED 2500 + commissions (based on performance)