

## CAREER OPPORTUNITY

### SALES REPRESENTATIVE – FLEET AND TRANSPORT

#### Job Purpose

The incumbent is responsible for promoting and marketing the company's lubricants products and providing good customer service. This position reports to the Division Manager – Lubricants.

#### Key Duties and Responsibilities

- Promotes and sells the company's products and continuously seeks new opportunities for introducing products to customers.
- Places customers' orders and follows up on the delivery of products.
- Handles customer questions, complaints and billing queries.
- Manages customers' accounts with the view to upsell and cross sell Shell products.
- Collects revenues and makes adjustments to customers' accounts where necessary.
- Verifies inventory wherever the company's products are sold and ensures availability of products.
- Assists in the promotion of the company's products at trade shows and seminars.
- Continually maintains working knowledge of all company products, services, pricing and promotions.
- Makes recommendations according to customer's needs.
- Any other related responsibilities that may be assigned by Management.

#### Academic Qualifications, Experience and Soft Skills

- A minimum of five (5) CXC passes including Mathematics and English Language
- A minimum of three (3) years' experience in a Business to Business (B2B) sales environment
- Knowledge of heavy and construction type equipment will be an asset
- Proficient in the Microsoft suite of applications
- Excellent communication skills both oral and written
- Excellent interpersonal skills
- Ability to work in a fast paced environment
- Negotiation skills

**All applications are to be submitted no later than September 3rd, 2021:**

E-mail: [hr@ftfarfan.com](mailto:hr@ftfarfan.com)

Please specify "Sales Representative - Lubricants" in the subject

OR

Human Resource Department

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San Juan