



JOB VACANCY # 003 / 22

Sales Executive

Date 11 Aug 2022

Myint & Associates Telecommunications Ltd. (M&A Telecoms) owns and operates the first leading and innovative Uptime Institute Tier III design certified ICT Data Center in Myanmar. M&A Data Center is a classic data center with every element that a data center should have, we have, including data center location and its facilities and environ. M&A Data Center is located at Vantage Tower, Myanmar's most technologically advanced building which has the high level of security, earthquake resistance safety, fire prevention system and evacuation system. M&A Telecoms is seeking applicants from dynamic and highly motivated candidate for the following post:

Job Title : Sales Executive
Submission Deadline : 25 Aug 2022
Department : Sales (Business Development)
No. of Position : (01) Position (Prefer to Female)
Probation Period : (3) Months
Start Date : As soon as possible
Reporting to : Assistant Business Development Manager (ABDM)

Job Summary

The candidate will be responsible for seeking and pursuing new prospects, negotiating deals and maintaining customers satisfaction assigned by ABDM. In addition, fully support on drafting contracts, scheduling appointments, filing documents, creating sales records and preparing correspondences of BD unit. The individual will also be responsible for contributing and developing integrated marketing campaigns to promote a product, service or idea together with ABDM.

PRIMARY DUTIES/ RESPONSIBILITIES

- Actively seek out new sales opportunities through cold calling, networking, and articulating the solutions and services of M&A Telecoms.
- Set up meetings with potential clients, generating quality leads and meeting set targets.
- Working closely with the team by methodically working on and following up on a variety of pro-active sales activity.
- Develop a strong relationship with account customers and resolve customer complaints by investigating problems, preparing reports, making recommendations to ABDM with solutions.
- Collect data on customers, competitors and market updates and consolidate related information into actionable items, reports and presentations to ABDM.
- Provide high-quality sales report including sales activities and results, weekly and monthly work plans to carry out in an accurate and effective outcome.



- Store all interactions of customers and prospect contacts information in CRM and keep contacts information up to date.
- Responsible for organizing sales records/ filing activities involve compiling, copying and sorting important records of BD activities.
- Coordinate with team members and cross department to achieve better results and support for improving company's policy,
- Assist to ABDM for planning and managing of direct marketing and digital marketing activities across a broad range of digital marketing channels (social media, email, website etc.)
- Perform other ad hoc duties as assigned by ABDM in accordance with the scope and responsibilities of the role.

QUALIFICATION & KEY SKILLS

- Undergraduate degree is required, sales/ business related certificate would be plus.
- Require highly motivated young and energetic individual, organized and ability to write well, have an effective time management and willingness to learn.
- Able to work individually as well as a team with people skills to finish tasks by listening well and understanding the key requirements.
- Must be proficient in MS Office Applications (Word, Excel, Power Point and Outlook).
- Must be able to read, write and communicate in both English and Myanmar.
- 4+ years of sales experience or customer service field in the related area.

Periodically, the employee may be expected to perform assigned duties and tasks not covered in this job description as well as to provide support to other departments when necessary.

Interested candidates can submit an application letter with CV, relevant educational certificates and at least three references to Human Resources Department at M&A Telecoms.

Address : Vantage Tower, 623 Pyay Road, Kamayut Township 11041, Yangon, Myanmar

Office Tel : (+951) 230 7799, 230 7800

Website : www.myintassociatetelecom.com

Email : hr@myintassociatetelecom.com

Please noted that only short listed candidates will be contacted.