Position Description

Vacancy Title: Sales Executive
Location: Walu Bay - Suva
Reports To: Sales and Marketing Manager (v 2.00)

Objective

The Sales Executive is responsible for driving sales growth for Iceman's new product line, including commercial kitchen equipment and supermarket display cabinets. The role focuses on identifying new business opportunities, building strong customer relationships, and achieving sales targets across key sectors such as hotels, restaurants, supermarkets, catering companies, cafés, bakeries, and food service operations. The position reports to Sales Manager, Iceman Fiji Pte Limited.

Outcomes

Organisational Stakeholders

1. Sales and Business Development

- Promote and sell commercial kitchen equipment and supermarket refrigeration/display cabinet solutions.
- New business opportunities with hotels, restaurants, supermarkets, resorts, catering businesses, cafés, and related food service industries identified and secured.
- Client visits, product demonstrations, and technical discussions conducted to understand customer requirements.
- Sales strategies developed and executed to achieve monthly and annual targets.
    - Achieve monthly and annual sales targets.

2. Customer Relationship Management

- Strong, long-term customer relationships built and maintained.
- Professional product guidance and recommend solutions based on client needs provided.
- Customer expectations throughout the sales process, including delivery, installation, and after-sales service coordination managed.

3. Sales Administration and Coordination

- Quotations, tenders, proposals, and pricing submissions prepared and submitted according to company guidelines.
- Accurate sales records, customer databases, and reporting documentation maintained.
- Work closely with technical, operations, and installation teams to ensure correct product specifications and timely delivery.
- Market trends, competitor offerings, and industry developments monitored and reported to management.
- Identification of emerging opportunities and recommend new strategies to strengthen Iceman's market presence.
- Weekly progress reports and sales pipeline updates to management provided in timely and accurate manner

4. Organisation's image and value standards demonstrated and promoted

- Work collaboratively to achieve the set targets and goals
- Uphold and demonstrate the organisation's image and values
- Represent the organization positively in all dealings with clients, colleagues, and stakeholders.
- Demonstrate professionalism, integrity, and ethical conduct aligned with the company's core values.
    - Promote teamwork, respect, and accountability within the workplace.
    - Encourage others to model company values and provide feedback when behavior deviates from organizational expectations.
- Uphold company policies, procedures, and the code of conduct at all times.
- Support and participate in initiatives that enhance the organization's reputation and community standing.
- Ensure communication, decision-making, and behavior reflect the company's culture and guiding principles.
- Maintain confidentiality and exercise sound judgment when handling sensitive information.

Responsibilities - Key Competencies

Competence	Description
Business	
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Promotion	Promote the value of the products/services offered by the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
People	
Negotiation	Reach agreement through discussion and compromise.

Qualifications

Qualification	Discipline	Notes
Preferred		

Diploma	Business and Management, Sales/Marketing/Advertising

Work Knowledge and Experience

Previous sales experience, ideally within commercial or hospitality equipment or other technical product categories (Desirable - Experience working with commercial refrigeration, commercial kitchen appliances, or industrial equipment.)

Strong understanding of the hospitality, food service, and retail supermarket sectors.

Excellent communication, negotiation, and presentation skills.

Ability to interpret technical specifications and recommend suitable equipment solutions.

Self-motivated, target-driven, and able to work independently.

Valid driver's licence and willingness to travel for client visits.

Familiarity with tender processes and large commercial project sales.

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Driver's License

Other Required Statements

Key Competencies

- Sales and negotiation ability
- Customer service excellence
- Technical aptitude and problem-solving
- Time management and organisational skills
- Professional communication and presentation
- Ability to build strong client relationships
- Proactive and results-oriented mindset

Key Performance Indicators (KPIs)

- Achievement of monthly and annual sales targets
- Pipeline growth and conversion rate
- Customer satisfaction and repeat business
- Accuracy of quotations and proposals
- Timeliness of reports and documentation
- Market penetration in targeted sectors

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
	Project Manager	
	Operations Team	
	Sales Manager	
	Inventory Manager	
External		
	Customers	
	Suppliers	
	Contractors	

Attributes

Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall

	accomplishment.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Interpersonal Styles	
Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.
Thinking Styles	
Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 05 Dec 2026