

Position Description

Vacancy Title: **Corporate Sales Executive**

Location: **Walu Bay - Suva**

Reports To: **Sales Manager (v 1.01)**

Objective

The Corporate Sales Executive is responsible for the sales and marketing of products and discovering and pursuing new sales prospects, negotiating deals and maintaining customer satisfaction for Newman Pte Limited. This position reports to the Sales & Marketing Manager, Newman Pte Limited.

Outcomes

Organisational Stakeholders

1. Strategic plan for product sales & marketing successfully executed

- Voice and data products (target based) marketed in line with business plans
 - Marketing strategies executed as per plan and budget on a timely basis
 - ICT product marketed by working closely with the ICT team
 - Proper launch of products and solutions ensured
 - Market awareness sustained under respective portfolio
 - Participate in roadshows and promotional and marketing activities
- Sales targets achieved on a monthly basis
 - Business opportunities identified and evaluated for sales options
 - Product pricing strategies ensured
 - Product demonstrations performed
 - Related results achieved through contributing to team efforts
- Product and Service improvements identified and communicated based on industry trends, customer feedback and market and competitor activities
 - New corporate solutions and applications identified
 - Research and recommend prospects for new business opportunities
 - Research and analyze sales options
- Quality service maintained on a regular basis by establishing and enforcing organization standards.
 - Key performance indicator benchmarks including revenue, credit management and collection, and expense targets for team managed
 - Roadmaps for large opportunities completed, tracked and leanings shared
 - ownership of Vodafone way projects ensured

2. Business Relationships & Portfolio Managed

- Contacts established and relationships with prospects developed to recommend sales solutions
 - relationships maintained with clients by providing support, information and guidance
 - researching and recommending new opportunities; recommending profit and service improvements.
 - Regular visits and contacts with existing clients ensured
- Customer Complaints resolved on a timely basis
- Awareness and training programs for stakeholders facilitated on a regular basis
 - Quarterly distributor meetings ensured
- Professional and technical knowledge enhanced and maintained on an ongoing basis
 - educational workshops attended and reviewing professional publications reviewed
 - personal networks established
 - participate in professional societies – relevant to communications industry
- Ownership for Account Managers ensured
 - relationship management with the CFT.
 - guide in dealing with difficult accounts or circumstances that arises in their accounts.

3. Well Informed Management

- Comprehensive and detailed reports about team performance, new opportunities, competitor accounts, etc. (Exco, Leadership & BI Updates) generated and shared with the Corporate Leadership Team.
 - Monthly and quarterly reports
 - Sales report - Performance against targets
 - Customer performance
 - New accounts established
 - Non-conformance identified via internal/external audits
 - Business intelligence/market profiling for product leadership and market expansion
 - market studies and surveys
- Ad-hoc information requests by management, for decision-making purposes, provided on accurate and in a timely manner

4. Safe work environment promoted and ensured at all times

- Work place safety is ensured
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - Occupational Health & Safety systems promote zero workplace injury at all times
 - Local environmental regulation is aligned with work place safety on an on-going basis
 - Workplace hazards eliminated at all times
 - Systems assist in the identification and elimination of work place hazards on an on-going basis
-

5. Newman Pte Limited's values upheld and demonstrated at all times

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Sales/Marketing/Advertising	
Desirable		
Degree	Marketing and Management	or a related discipline

Work Knowledge and Experience

- Minimum of five years of relevant experience in a similar role.
- Demonstrated knowledge and/or experience in the Telecommunication Industry is desirable
- Good communication and interpersonal skills coupled with passion for sales
- Thorough understanding of marketing and negotiating techniques
- Self-motivated and goal-oriented, desire to deliver results

Requirements

Regulatory Compliance Requirements

- Driver's License

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Finance Team	
External		
	Customers	
	Suppliers	
	Stakeholders	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Innovative	Devises new and creative ways to do things comes up with original ideas.

Interpersonal Styles

Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Team Oriented	Enjoys being with others as part of a group or team.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

Thinking Styles

Imaginative	Generates ideas and images, showing creativity.
Well organised	Controls tasks in a well thought out and critical manner.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Initiative	Takes action and makes decisions without the help or advice of other people.

How To Apply

--

Contact for Enquiries

Contact Name: Tanisha Singh

Contact Email: tanisha.singh@cjpatel.com.fj

Further Contact Information: --

Closing Date: 02 May 2026