**Format -01**

**Field Officer (Lighting & Electrical Products)**

**Circle Electric**

**Vacancy**

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**Job Responsibilities**

* Present, promote and sell products/services using solid arguments to existing and prospective customers
* Establish, develop and maintain positive business and customer relationships
* Analyze the territory/market's potential, track sales and status reports
* Provide reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
* Execute all promotional activities as per company directives.
* Solicit new opportunities.
* Maintain stock levels to ensure continuous availability and regular rotation.
* Achieve secondary volume as per target.
* Assist the ASM to attend the goals and all deliverable objectives.
* Clearly communicate and explain pricing, Promotions and deals to retailer.
* Plan to deployed company marketing equipment to right channel.
* Recommend distributor appointment/ change based on evaluation of his performance.
* Update all reporting daily, weekly Monthly (as per requirement) on regular basis.
* Collect and report competition activities to line manager.
* Maintain records of all market activities.
* Maintain good relationship with all customers.
* Maintain a Physical presence in the territory to ensure understanding of customers need and resolve customer complaints in conjunction with the line manager.
* Ensure maximum support from the customer, providing best customer experience.
* Develop distributors to attain all company directives and compliance.

**Employment Status**

Full-time

**Educational Requirements**

* Minimum Graduate. Education will be relaxed for experienced candidates.

**Experience Requirements**

* At least 2 year(s)
* The applicants should have experience in the following area(s):  
  Sales, Dealer Management, Trade Sales.
* The applicants should have experience in the following business area(s):  
  Electrical Accessories, Electric Wire/Cable, Electronic Equipment, Lamps

**Additional Requirements**

* Age at most 28 years
* Only males are allowed to apply
* At least Minimum 01 years work experience as Sales officer in lighting & electrical Industry.
* Good Inter-personal & communication skills, both verbal and written.
* Very strong approach to systems, processes & standard operation procedures.
* Basic computer literacy skill need for field force monitoring & reporting.
* The position offers attractive packages for the deserving candidates.

**Job Location**

Anywhere in Bangladesh or adjacent district of the candidate permanent residence.

**Salary**

Negotiable

**Compensation & Other Benefits**

* Festival Bonus
* Incentive & Home or Foreign country Tour on the basis of target achievement.
* TA/DA, Mobile Allowance
* Yearly Increment
* Provident Fund, Gratuity & Life Insurance

Application Deadline within 20 January, 2019

Please send hard copy Circle Electric, 40, Yusuf Mansion, (3rd Floor), New Elephant Road, Dhaka-1205 or

Email to us at [hr@circle-bd.com](mailto:hr@circle-bd.com) or faysal.ahmed@circle-bd.com