

Sales and Admin Representative

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Company: Pavago

Location: , , Pakistan

Category: sales-and-related

About Pavago:Pavago, a leading talent acquisition platform, is seeking a versatile and customer-focused professional to join our team as a Sales and Admin Representative. This role combines the strategic aspects of a closer in sales with crucial administrative functions.

If you excel in sales without cold-calling, have a knack for customer service, and possess strong administrative skills, we invite you to be part of our dynamic team.

Position Overview:As a Sales and Admin Representative, you will play a pivotal role in driving sales through a closer approach, offering excellent customer service, and handling essential administrative tasks. This unique position requires a multi-talented individual who can seamlessly navigate both the sales and administrative domains.

Responsibilities:

- Sales Closing:** Utilize your expertise to close sales deals without the need for cold-calling, engaging with warm leads and prospects.
- Customer Service Excellence:** Provide exceptional customer service by addressing client inquiries, ensuring satisfaction, and fostering positive client relationships.
- Administrative Support:** Assist in day-to-day administrative tasks, including document preparation, data entry, and general office support.
- Sales Strategy Development:** Collaborate with the sales team to contribute to sales strategy development, ensuring alignment with organizational goals.

Sales Experience: Proven experience in a closer role with a focus on closing sales deals. Cold-calling is not required.

Customer Service Skills: Exceptional customer service skills with a keen ability to understand and address client needs effectively.

Administrative Proficiency: Strong organizational and administrative skills, including document preparation and data management.

Effective Communication: Excellent oral and written communication skills, with the ability to articulate the value proposition of Pavago's

services. Collaborative Spirit: Work collaboratively with cross-functional teams to contribute to the achievement of overall business goals.

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