

## We Are Hiring!

# Executive/Senior Executive – Sales

Job Location : Mohakhali, HQ  
Employment Type : Full-Time  
Salary : BDT 20,000-35,000 + Incentive  
Other Benefits : Festival Bonus, Yearly Appraisal  
Number of Vacancy : 05

### Position Summary:

Executive/Senior Executive - Sales will focus on onboarding new merchants, managing and nurturing relationships with existing clients, and driving accelerated sales growth for the courier company.

### Key Responsibilities:

- Identify and acquire new merchants through relationship building.
- Conduct market study to identify potential clients and understand their logistics needs.
- Prepare and deliver compelling sales presentations tailored to prospective merchants.
- Negotiate contracts and terms with new and existing clients to ensure mutual satisfaction.
- Maintain a strong pipeline of sales opportunities to achieve or exceed targets.
- Build and maintain long-term relationships with key accounts for repeat business.
- Monitor and analyze key account performance metrics to ensure client satisfaction.
- Address merchant inquiries and resolve issues to maintain excellent service levels.
- Collaborate with internal teams to ensure seamless onboarding and service delivery.
- Develop and implement strategic plans to meet sales and revenue goals.
- Prepare and submit regular sales reports and forecasts to management.
- Provide feedback on market trends and customer needs to enhance service offerings.

### Required Qualifications:

- Bachelor's degree in Business Administration, Marketing, or a related field.
- **Proven experience (2-4 years) in sales, business development, or key account management.**
- Strong interpersonal, negotiation, and communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficiency in using CRM tools and Microsoft Office Suite.

### Preferred Skills:

- Prior experience in the courier, logistics, or e-commerce industry.
- Track record of achieving or exceeding sales targets.
- Analytical mindset with the ability to interpret sales data effectively.

Email us at [career@paperfly.com.bd](mailto:career@paperfly.com.bd) with the subject line (e.g., **Executive/Sr. Executive – Sales**).  
The CV/Resume should be in PDF format and must include a recent photograph.

**Note:** Applicants **with courier industry experience** are strongly encouraged to apply.