



POSITION	SALES MANAGER - PRODUCT SPECIALIST
DEPARTMENT	GLOBAL TECHNOLOGIES, SALES
REPORTING TO	GENERAL MANAGER / REGIONAL SALES MANAGER
LOCATION	PORT MORESBY
JOB TYPE	FULL TIME, PERMANENT
CLOSING DATE	OPEN UNTIL FURTHER NOTIFICATION

NATURE AND SCOPE OF JOB

To perform efficient and accurate functions, as prescribed by Global Technologies Ltd. policies and procedures, in the processing of all liabilities for goods and services against Global related and assigned areas. Generate positive communications with all departments within the organisation. Provide leadership and coordination of company sales and marketing functions. Develop and implement sales and marketing strategy. Monitor and analyse sales and marketing activity against goals.

ESSENTIAL FUNCTIONS

1. Present and sell company products and services to current and potential clients.
2. Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made.
3. Follow-up new leads and referrals resulting from field activity.
4. Identify sales prospects and contact these and other accounts as assigned.
5. Prepare presentations, proposals and sales contracts.
6. Develop and maintain sales materials and current product knowledge.
7. Establish and maintain current client and potential client relationships.
8. Prepare paperwork to activate and maintain contract services.
9. Manage account services through quality checks and other follow-ups.
10. Identify and resolve client concerns.
11. Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals.
12. Supervise the planning and development of company marketing and communications materials.
13. Communicate new product and service opportunities, special developments, information, or

TECHNOLOGIES

Global Technologies Ltd
Spring Garden Road
PO Box 77
Port Moresby 121
National Capital District
Papua New Guinea

P +675 321 4322

F +675 321 4167

E info@global.com.pg

INTERNET

Global Internet Ltd
Milford Haven Road
PO Box 670
Lae 411
Morobe Province
Papua New Guinea

P +675 472 7641

F +675 472 1639

E info@global.net.pg

www.global.com.pg



- feedback gathered through field activity to appropriate company staff.
14. Coordinate company staff to accomplish the work required to close sales.
 15. Develop and implement special sales activities to reduce stock.
 16. Ensure staff is adequately trained.
 17. Provide effective training to staff in all aspects of computing and assess the productivity of staff and recommend to the Managing Director for further training or advancement within the Company.
 18. Establish and implement short and long-range departmental goals, objectives, policies, and operating procedures.
 19. Perform other related duties as and when required.

EDUCATION, LICENSE, CERTIFICATION AND FORMAL TRAINING

- University degree is required, preferably in a Marketing and/or Business discipline.
- A proven track record in managing change is essential as well as a strong ability in Sales and Marketing.
- Fluency in English is essential and fluency in Pidgin English is desirable.
- Excellent human relations and communication skills are essential.
- The ability to positively represent the company at all levels and to actively contribute as the Sales and Marketing Manager.
- Previous experience in sales and marketing and/or Business discipline is essential.
- Previous experience or knowledge in IT and Management is desirable.

HOW TO APPLY

Please email your resume or any questions regarding this position to jobs@global.com.pg.