



<https://bestjob.jobsareahub.com/job/dubai-careers-fast-job-search-private-jobs-for-sales-manager/>

Dubai Careers – Fast Job Search – Private Jobs For Sales Manager

Hiring organization
Dubai Careers

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

Date posted

March 22, 2024

Valid through

31.12.2024

(adsbygoogle = window.adsbygoogle || []).push({});

APPLY NOW

Base Salary

Rs. 18 - Rs. 28

Qualifications

Graduate, Post Graduate

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Employment Type

Full-time

Description

Dubai Careers Recruitment 2024

Are you looking for a dynamic and fast-paced work environment where you can be the face of a successful company? Do you thrive on providing exceptional customer service and ensuring a smooth operation? If so, then a Sales Manager role at Dubai Careers could be the perfect opportunity for you!

Dubai Careers Jobs Near Me

We are searching for a highly motivated and organized individual to join our team as a Sales Manager. In this role, you will play a pivotal role in creating a positive first impression for our company, welcoming visitors, answering phones, and providing administrative support to our team.

Summary

This is an exciting opportunity to launch your career in a supportive and professional environment. As a Sales Manager at Dubai Careers, you will be the first point of contact for our visitors and play a key role in ensuring the smooth day-to-day operations of our office. You will be responsible for a variety of tasks, including greeting visitors, answering phones, directing inquiries, managing schedules, and providing general administrative support.

We offer a competitive salary and benefits package, including [List some of the

company benefits here, e.g., health insurance, paid time off, etc.]. This role is ideal for someone with strong communication, interpersonal, and organizational skills.

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

Key Responsibilities

- Welcome visitors and guests with a warm and professional demeanor.
- Answer phones in a courteous and efficient manner, screen calls, and direct them to the appropriate staff member.
- Maintain a clean, organized, and welcoming reception area.
- Manage visitor logs and issue visitor badges as required.
- Schedule appointments for staff members using a designated calendar system.
- Receive, sort, and distribute mail and deliveries.
- Assist with photocopying, faxing, and basic administrative tasks.
- Learn and comply with company policies and procedures.
- Perform other duties as assigned.

Required Skills and Qualifications

- High school diploma or equivalent.
- Minimum of 1 year of experience in a customer service or administrative role (for experienced candidates).
- Strong communication and interpersonal skills.
- Excellent organizational skills with the ability to prioritize tasks and manage multiple deadlines.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to learn new software and adapt to a fast-paced environment.
- A positive and professional attitude.
- Discretion and the ability to maintain confidentiality.

Experience

This role is open to both experienced and fresher candidates. We are looking for a self-motivated individual with a strong desire to learn and contribute to a growing team. For experienced candidates, a minimum of 1 year of experience in a customer service or administrative role is preferred.

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs



Why Join Us?

Dubai Careers is a dynamic and growing company with a strong commitment to its employees. We offer a competitive salary and benefits package, as well as opportunities for professional development and growth. In this role, you will have the opportunity to:

- Work in a fast-paced and exciting environment.
- Be the first point of contact for our company and create a positive first impression.
- Gain valuable experience in customer service and administrative tasks.
- Learn new skills and develop your professional network.
- Be part of a supportive and collaborative team.

The Application Process

To apply for this position, please submit your resume and cover letter to [Insert application email address or link].

We look forward to hearing from you!

Join Our Team!

If you are a highly motivated and organized individual with a passion for excellent customer service, we encourage you to apply! We offer a competitive work environment with opportunities for growth and development.

In Conclusion

This Sales Manager role at Dubai Careers is a fantastic opportunity for someone looking to launch their career in a supportive and professional environment. You will gain valuable experience in customer service, administrative tasks, and office procedures. If you are a highly motivated and organized individual with a positive attitude, we encourage you to apply!

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs



Click to Join

Important Links

Find the Link in [Apply Now](#) Button

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```