

Account Executive
APPLY NOW



We're Hiring!

QUALIFICATIONS

- ✓ Graduate of Business Administration/ Management, Computer Science, Information Technology or any related course.
- ✓ With atleast 1 year working experience in Sales - Corporate or equivalent is required in this position
- ✓ Experience in Sales and IT is a plus
- ✓ Can sell IT products such as CCTV, Biomterics, POS and Servers
- ✓ Have a good communication and presentation skills
- ✓ Strong analytical and planning skills
- ✓ Can work under pressure

JOB DESCRIPTION

- ✓ Make telephone calls and personal visit to client to conduct product presentation
- ✓ Can establish good business relationship with current and prospect clients
- ✓ Can be able to have written proposals/quotation for clients
- ✓ Meet and exceed the target monthly/quarterly sales
- ✓ Responsible to sales process by looking for prospect clients, client meeting, making initial presentation, developing proposals and closing client deals



Interested applicants may submit their resume at
hrd@inaveit.com



491-495, PHESCO Bldg. Quezon Avenue, Quezon City
(In between Sto. Domingo Church and Banawe Street)



QUALIFICATIONS

- ✓ Graduate of Business Administration/ Management, Computer Science, Information Technology or any related course.
- ✓ With atleast 1-2 years working experience in Sales - Corporate or equivalent is required in this position
- ✓ Experience in Sales and IT is a plus
- ✓ Have a good communication and presentation skills
- ✓ Strong analytical and planning skills
- ✓ Can work under pressure

JOB DESCRIPTION

- ✓ Provide daily assistance to ensure that the sales manager is in connection with internal and external parties in a timely, effective and efficient manner
- ✓ Help create presentation materials for meetings and proofread for consistency and correctness
- ✓ Provide product, promotion and pricing information by clarifying customer request, answering customer inquiries.
- ✓ Provide administrative and sales support by assisting in preparation of quotations, PO, bidding documents.



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QUALIFICATIONS

- ✓ Preferably taking up Marketing, Business Administration or any related course
- ✓ With knowledge to IT is an advantage but not required
- ✓ Have a good communication and presentation skills
- ✓ Strong analytical and planning skills

JOB DESCRIPTION

- ✓ Will do telemarketing for the company
- ✓ Will help in promoting company products through social media
- ✓ Supports the Sales & Marketing team in daily administrative tasks
- ✓ Willing to work in a regular office hours



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QUALIFICATIONS

- ✓ Preferably taking up Multimedia Arts, Fine Arts, Advertising and Graphic Design or any related course
- ✓ Knowledgeable in using Adobe Illustrator, Photoshop, Computer Graphic Design, and Web and Graphic Design
- ✓ Have a good communication and presentation skills
- ✓ Strong analytical and planning skills
- ✓ Can work under pressure, aggressive, determined and a fast learner

JOB DESCRIPTION

- ✓ Will be responsible in creating Ads and designs for company events
- ✓ Will do layout to company collaterals
- ✓ Will do conceptualization, creating and editing multimedia materials



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