



1894-5 Cleghorn Street | Belize City | Belize, Central America
Tel: 501-224-4158 | Email: sales@madisco.bz

Vacancy for Point of Sales Clerk **Location: Belize City**

QUALIFICATION REQUIREMENTS:

MINIMUM REQUIREMENTS: Associates Degree in Business. One year experience as a customer service personnel, receptionist, office assistant or similar role. Experience in Marketing would be an asset.

DUTIES AND RESPONSIBILITIES:

- Answering, screening and forwarding incoming phone calls.
- Be thoroughly familiar with the company's product lines, pricing structure, selling methods, procedures and processes, standard and marketing objectives.
- Assist walk-in customers by answering any questions and queries, and promote and sell all MADISCO product lines.
- Process and prepare Sales Orders, Invoices, and Purchase orders ensuring that the necessary information is captured.
- Assist all walk-in customers by answering any questions and queries, promote and sell all MADISCO product lines.
- Prepare and provide quotations to clients when requested .
- Process and prepare Sales Orders and Invoices for walk in customer and ensure that all necessary information is captured.

KNOWLEDGE AND SKILLS:

- Speak and write Standard English, and communicate effectively, using clear, professional language. Spanish would be an asset.
- Good Customer Service Skills.
- Organizational and time management skills.
- Ability to work under pressure.
- Ability to pay keen attention to detail and prioritize tasks.
- Proficiency in the use of computers, email and other electronic mediums.

Interested persons can send completed applications to vacancy@roesons.com

Subject: **MADISCO COMPANY LIMITED– Point of Sales Clerk (Belize City) - (Your Name)**
Application forms can be obtained at <https://madisco.bz/wp-content/uploads/2019/08/MADISCO-Job-Application-Form.pdf>

Only short-listed applicants will be contacted for interview.

Deadline: April 23rd, 2024

JOB VACANCY