



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

Vacancy for F&B Sales Executive Location: San Pedro

QUALIFICATION REQUIREMENT:

MINIMUM REQUIREMENTS: Associates Degree in Business. Minimum three (3) years experience in sales.

DUTIES AND RESPONSIBILITIES:

- Assist customers by answering any questions and queries, and promote and sell all MADISCO product lines.
- Prepare and provide written quotations to clients when requested using the appropriate mediums or forms.
- Process and prepare Sales Orders, Invoices, and Purchase Orders ensuring that the necessary information is captured.
- Continuously solicit new active customers while ensuring that present clients within the assigned territory stay active.
- Conduct and document follow-up calls to clients who have received a MADISCO quotation.
- Conduct and document follow-up on assigned accounts to ensure collection of all outstanding Accounts Receivables amounts.
- Assist with Market sales, food tasting and other sales events.

KNOWLEDGE AND SKILLS:

- Speak and write Standard English, and communicate effectively, using clear, professional language. Spanish would be an asset.
- Clean driving record and current driver's license – AB2.
- Strong Customer Service Skills, planning and sales skills to ensure all customer needs are met.
- Ability to communicate effectively with internal and external customers.
- Ability to work under pressure.
- Possess outstanding leadership skills and confidence.
- Organizational and time management skills.
- Proficiency in the use of computers, email and other electronic mediums.
- Ability to prioritize task and make sound decisions.
- Good Reporting Skills (Completes, delivers & shares reports on time).

KEY COMPETENCIES AND ATTITUDES:

- Candidate must have strong sales skills, be highly motivated, flexible and a strong team player.

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

Subject: **MADISCO COMPANY LIMITED- Sales Executive (San Pedro) - (Your Name)**
Application forms can be obtained at <https://madisco.bz/wp-content/uploads/2023/11/Fillable-Roe-Group-Application-Form-October-2023.pdf>

Only short-listed applicants will be contacted for interview.

Deadline: April 3rd, 2026

JOB VACANCY