



---

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

---

## Vacancy for Food and Beverage Sales Executive Belize City

### 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.

### KNOWLEDGE AND SKILLS:

- Speak and write Standard English, and communicate effectively, using clear, professional language. Spanish would be an asset.
- Must have a working vehicle, clean driving record and up to date 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.
- Good Analytical Skills (review data, look for relevancy, draw meaningful conclusions).
- 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](mailto:vacancy@roesons.com)

Subject: **MADISCO Co. Ltd. Food and Beverage Sales Executive (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: June 30th, 2026**

JOB VACANCY