

ICT SALES EXECUTIVE

CORPORATE SALES DEPARTMENT- POM BASED ROLE

Theodist Ltd. stands as Papua New Guinea's premier retailer and supplier, catering to businesses, educational institutions, government entities, Corporate and individual customers. As a company committed to excellence, we take pride in providing top-quality IT products, office products, survey equipment, stationery and more. Our dedication to integrity, teamwork, and customer satisfaction has positioned us as an industry leader.

We are seeking a driven and knowledgeable ICT Sales Executive to join our dynamic sales team. The ideal candidate will be responsible for promoting and selling a wide range of ICT products and solutions to business clients, government agencies, and educational institutions. This role requires a strong understanding of technology, excellent communication skills, and a passion for delivering customer-focused solutions.

JOB OVERVIEW:

Reporting directly to the ICT Sales Manager, the ICT Sales Executive will play a key role in identifying client needs, presenting tailored ICT solutions, and closing sales. The role involves managing client relationships, preparing proposals/quotes, and collaborating with internal departments to ensure smooth delivery and support.

KEY RESPONSIBILITIES:

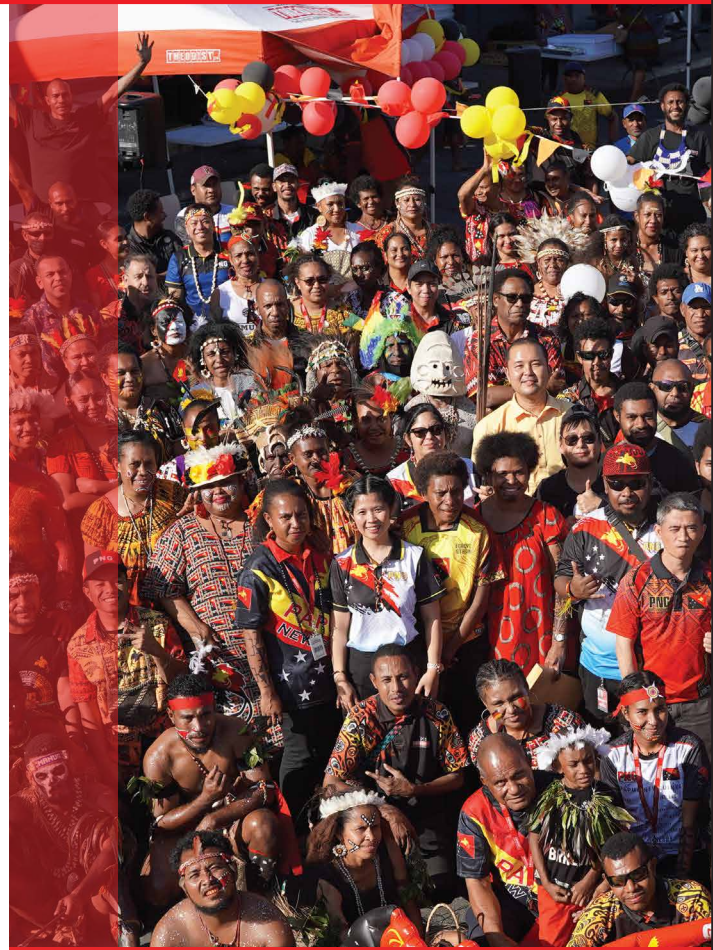
- Promote and sell ICT products and services including hardware, software, licenses, networking, print solutions and support solutions.
- Identify and pursue new business opportunities in the corporate, government, and education sectors.
- Build and maintain strong relationships with existing and prospective clients.
- Ability to address customers concerns and provide suitable solutions
- Conduct client meetings, presentations, and product demonstrations.
- Ability to present solutions, persuade, negotiate and close deals
- Prepare and follow up on quotations, proposals, and tenders.
- Collaborate with technical and support teams to ensure customer requirements are met.
- Maintain accurate records of sales activities and customer interactions in CRM systems.
- Stay up to date with industry trends, product knowledge, and competitor offerings.

QUALIFICATIONS AND SKILLS

- Diploma or Bachelor's degree in Information Technology, Business, or a related field.
- Minimum of 2-3 years of experience in ICT sales or a similar client-facing role.
- Strong understanding of ICT products, services, and industry trends.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and CRM tools.
- Valid driver's license class 3 is preferred.

PREFERRED ATTRIBUTES:

- Experience working with government or institutional clients and managing multiple accounts.
- Familiarity with PRONTO ERP or similar systems will be an advantage.
- Proven track record of meeting or exceeding sales targets.
- Strong problem-solving skills and a proactive approach to client engagement.



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Deadline: The closing date for applications is Friday, December 5th, 2025.

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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