

SHOWROOM ATTENDANT - TECH SALES POM BASED ROLE

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

We are seeking an experienced and customer-focused Showroom Attendant - Tech Sales to join our team. The ideal candidate will work alongside the Tech Sales Team to oversee day-to-day showroom operations in the technology section, drive sales performance, and ensure a high standard of customer service. This role includes, achieving sales targets and maintaining compliance with company standards.

JOB OVERVIEW:

Reporting directly to the Showroom Manager, the Showroom Attendant - Tech Sales will play a vital role in maintaining sales operations, supporting sales staff, and enhancing customer experience. This position requires a strong background in sales, excellent product knowledge in IT/technology, and proven sales experience.

KEY RESPONSIBILITIES:

- Drive sales performance to meet and exceed monthly targets.
- Be well versed on product knowledge and customer engagement.
- Monitor showroom displays, stock levels, and product presentation standards.
- Handle customer queries and resolve issues professionally.
- Ensure compliance with company sales procedures, discount policies, and reporting requirements.
- Collect and report customer feedback to support continuous improvement.

KEY REQUIREMENTS:

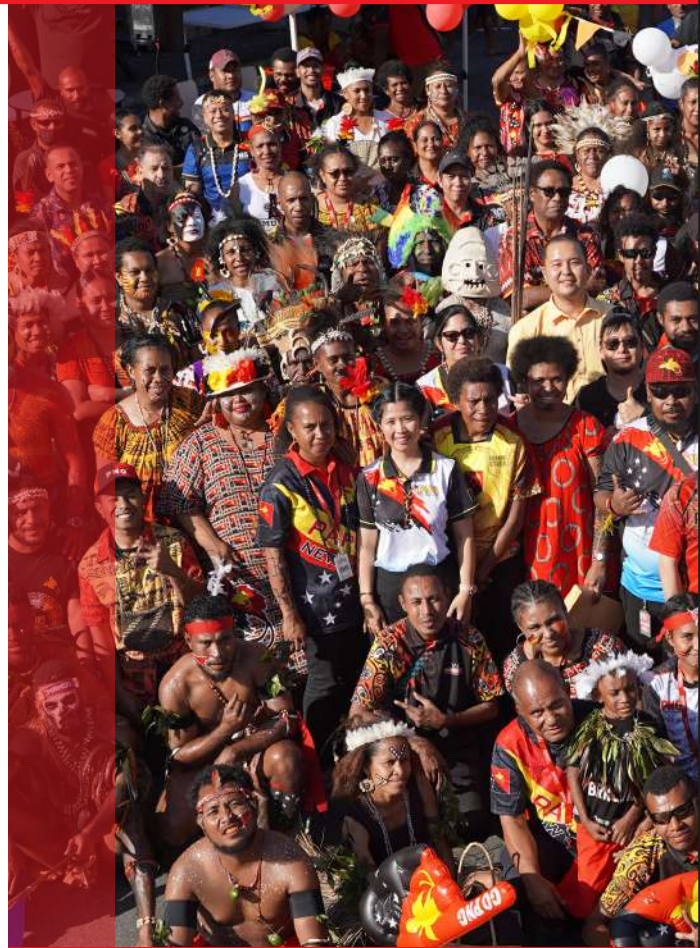
- Minimum of 3 years' experience in retail showroom sales.
- Strong knowledge of IT and technology products.
- Excellent communication, coordination and maintains professionalism.
- Proven ability to work as a team player in the sales team and achieve targets.
- Proficiency in MS Office applications; knowledge of PRONTO ERP is an advantage.

Preferred Attributes:

- Customer-focused with strong problem-solving skills.
- Ability to thrive in a fast-paced retail environment.
- Strong organizational and documentation abilities.
- Energetic, motivated, and able to inspire team performance.

Why Join Theodist?

- Gain specialized expertise through comprehensive training and mentorship
- Thrive in our collaborative, results-driven culture, surrounded by like-minded peers.



How to Apply

If you're a passionate individual who shares our values and would like 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 May 13, 2026.

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



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