

Sales & Portfolio Executive/ Manager

About Us – Medfuture Australia (Head Office)

MedFuture is an Australian based Medical & Healthcare Recruitment company who are in the medical recruitment industry for the past 8 year in Australian, New Zealand and United Kingdom market. Since we are rapidly expanding, we strive to provide our customers with the most accurate and timely data possible to meet their expectations.

We are looking for young, dynamic, and passionate individuals to fill up posts of Sales & Portfolio Executive / Managers to join our team!

Key Responsibilities

- Sourcing candidates
- Handling complete cycle of recruitment
- Ensure uncompromised compliance documentation
- Cold callings to various customer segments
- Business development activity to bring new clients
- Customer portfolio management
- Able to handle 360* recruitment process by identifying client's requirements and Sourcing & matching suitable candidates
- Able to handle pressure
- Following up with customers for after sales service.

Required Experience & Skills

- Minimum 3 year corporate sales and customer service experience preferable
- Having recruitment consultant experience is an added advantage
- Excellent & fluent communication ability in English. (Target Market is UK/ NZ/ AU)
- Excellent skills in Professional business writing, such as business proposals, introduction letters business emails.
- Professional telephone etiquette skills highly essential.
- Academic & professional Qualifications must have been completed in English Medium.
- Ability to meet deadlines and achieving targets.
- Excellent Computer skills with a good knowledge of Microsoft packages.
- Product/service knowledge with excellent interpersonal and communication skills.
- Sales and negotiation skills.

Office Hours and other Benefits

Opening Position	Working Time	Remuneration package
Sales & Portfolio Executive - AU Working time	5.00 am to 1.30 pm.	LKR 50,000 to 65,000
Sales & Portfolio Manager - AU Working time	5.00 am to 1.30 pm.	LKR 65,000 to 100,000

- Performance-based incentives & along with Excellent Career Development.

***This is an office based job, not a work from home job.**

Application process

If you think that you are right to fit, please forward a comprehensive resume to showcase related experience with contact details of 2 non related referees to hello@medfuture.com.au

We will only be responding to the candidates that are shortlisted for an interview process.