

## WHOLESALE COORDINATOR 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 actively seeking a dynamic and motivated individual to join our team as a Wholesale Coordinator. This role presents a unique opportunity to be part of a thriving organization that values a culture of collaboration, innovation, and commitment to customer service.

### JOB OVERVIEW:

Reporting to the National Sales & Marketing Manager, we are seeking an experienced Wholesale Coordinator in Corporate Sales. As a Wholesale Coordinator, you will play a crucial role in managing wholesale accounts and ensuring smooth operations. You will be responsible for coordinating orders, maintaining relationships with wholesale clients, and contributing to the growth of our wholesale business segment.

### KEY RESPONSIBILITIES:

- Coordinate wholesale orders, ensuring accuracy and timely delivery.
- Serve as the main point of contact for wholesale clients, addressing inquiries and resolving issues.
- Maintain and update wholesale customer records and databases.
- Collaborate with the sales team to develop strategies for expanding wholesale business opportunities.
- Monitor inventory levels and coordinate with the procurement team to ensure adequate stock availability for wholesale orders.

### QUALIFICATIONS, SKILLS, AND EXPERIENCES:

- Certificate or Diploma Graduate in Business/Sales & Marketing.
- Minimum of three years of proven work experience in a relevant field.
- Excellent communication skills, both written and verbal.
- Strong critical thinking and negotiation skills.
- Excellent organizational and multitasking skills with a strong attention to detail.
- Must have the ability to work well with employees of all levels.
- Bachelor's degree in Business Administration, Marketing, or a related field (preferred).

### Why Join Theodist?

- Opportunity to contribute to the growth of our wholesale business segment.
- Collaborative work environment where your contributions are valued.
- Comprehensive training and support to enhance your skills and knowledge in wholesale coordination.



## 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 October 05th, 2024.**

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

