

VACANCY – SALES EXECUTIVE - Local

We are looking for a **dynamic, customer-focused, and results-oriented Maldivian professional** to join our team as a **Sales Executive**.

Key Responsibilities

- Handle all customer inquiries and correspondence professionally, ensuring emails and customer requests are attended to and responded to promptly.
- Prepare and provide freight rate quotations and shipping solutions to customers.
- Create and process booking notes and coordinate export bookings.
- Monitor and track export containers and cargo movements, providing regular shipment updates to customers.
- Follow up on shipments from booking confirmation until cargo reaches its final destination.
- Enter, update, and maintain accurate shipment information in local and HQ systems.
- Coordinate daily with Operations, Documentation, and other departments to ensure smooth handling of export cargo.
- Liaise with feeder operators, MPL, T/S ports, T/S desks, overseas offices, and customers regarding vessel schedules, cargo routings, shipment status, and operational matters.
- Assist customers with container release requirements and ensure timely resolution of operational issues.
- Prepare reports, shipment updates, sales documentation, and other related records as required.
- Conduct regular customer visits, maintain strong customer relationships, generate new business opportunities, and support sales growth.
- Ensure excellent coordination between all departments, customers, feeder operators, MPL, T/S desks, and overseas offices to facilitate smooth cargo movement and high service standards.
- Work independently, take ownership of assigned responsibilities, and maintain a professional approach at all times.
- Be willing to work beyond office hours, weekends, and public holidays when required to meet operational and customer requirements.

Qualifications & Experience

- Bachelor's Degree in Business Management, Marketing, Logistics, Shipping, International Trade, Information Technology, or a related field.
- Minimum **3 years of Sales and Customer Service experience**, preferably within the Shipping, Logistics, Freight Forwarding, NVOCC, or Liner Agency industry.
- Strong IT and computer knowledge with proficiency in Microsoft Office applications, shipping software, reporting tools, data entry systems, and online communication platforms.

- Ability to quickly learn and operate local and HQ systems efficiently.
- Excellent spoken and written English communication skills.
- Strong customer service, sales, negotiation, coordination, and relationship management skills.
- Excellent organizational, follow-up, problem-solving, and time-management abilities.
- Ability to work under pressure, meet deadlines, and manage multiple tasks effectively.
- Customer-oriented, proactive, professional, and results-driven with a willingness to meet customers regularly and develop long-term business relationships.

How to Apply

Interested candidates who meet the above requirements are invited to submit their CV and relevant supporting documents through the Job Center application platform or email their CV to hr@centurion.mv

Only shortlisted candidates will be contacted.