

#CareerOpportunity

#Square Food Beverage Limited

Application Link: <https://lnkd.in/gDE4ijhs>

(Executive - Sales Admin)



CAREER OPPORTUNITY

Square Food & Beverage Ltd. is a leading and fast-growing ISO-certified company in Bangladesh. We provide a dynamic work environment, diverse job opportunities and competitive salaries & benefits. To support our continuous growth, we are looking for a smart, energetic and hard-working team member for the position outlined above.

Executive - Sales Admin (Cold Chain Business)

MAJOR RESPONSIBILITIES:

- To split area, territory & route wise target and share with the sales team.
- To receive and compile month closing numbers from the sales team and monitor weekly achievements against forecast.
- To collect monthly itinerary/PJP from the sales team and monitor their movement.
- To collect & proceed TA/DA bills of Field Force and work closely with A&F team to ensure timely reimbursement.
- To analyze sales team productivity and share findings with the concerned ASM, TSO & NSM.
- To track and monitor DB-wise primary and secondary sales targets and motivate the sales team to achieve.
- To facilitate distributors' secondary claim settlements and maintain proper documentation to comply with company policy.
- Ensure depot and SKU wise stock allocation in collaboration with Sales and Distribution team.

JOB REQUIREMENTS:

- Minimum Bachelor degree in any discipline from a reputed university (MBA preferred)
- Minimum 05 years experience
- Relevant experience in supervisory role is required (Frozen Food / Ice Cream Industry is preferred)
- Age; at most 35 years (Preferable)
- Excellent proficiency in Microsoft Office, particularly Excel & PowerPoint.

WE OFFER:

- Competitive Salary & Other Benefits
- Performance Driven Career
- Excellent Working Environment

SCAN HERE
TO APPLY



Job Location: Dhaka

APPLICATION LINK:

<https://jobs.bdjobs.com/jobdetails?id=1430651&ln=1>

APPLICATION DEADLINE: November 24, 2025.

