

CAR SALES REP

Required

Kimbe Kar Sales is the vehicle and parts dealership department of Kimbe Bay Shipping Agencies.

We retail vehicles and vehicles components, including Tools, Engine components, Maintenance supplies, Electrical parts, Wear-and-tear parts & Accessories.

We are urgently looking for a dynamic car sales representative with a pleasant customer service attitude and a general knowledge of cars.

If you think you are the person for this role, review the Job Requirements and send or drop off a copy of your:

- Cover Letter
- CV
- & relevant certificates, to

KBSA Head Office, Sikal Street,
Kimbe West New Britain Province
Or email – hrmanager@kbsa.com.pg

Address your application as:
Car Sales Representative
Recruitment Team – KBSA HR
For more information call
72752114 or 983 5107



JOB REQUIREMENTS

- ✓ Update and maintain the weekly sales register
- ✓ Follow up on leads and report on outcomes
- ✓ Prepare quotations as and when required
- ✓ Prepare and submit weekly and monthly sales and quotation reports, etc
- ✓ Offer customer service support to customers
- ✓ Call up customers and follow up on potential sales
- ✓ Prepare and check vehicle/s before handing over to the customer
- ✓ Following up on shipping when required
- ✓ Check on stock when required and report counts to manager
- ✓ Any other tasks required by manager

COMPETENCIES

- ✓ Good sales and customer service experience
- ✓ Can drive
- ✓ Understands the importance of following up on leads
- ✓ Plans and manages their time and work well
- ✓ Can use Microsoft applications especially word.doc, excel.doc and outlook
- ✓ Is a fast learner and pays attention to detail
- ✓ Is well spoken and can communicate well in Pidgin and English
- ✓ Consistently meets targets

**WE ARE LOOKING FOR
SOMEONE WHO IS A SELF
STARTER & CAN WORK WITH
MINIMAL SUPERVISION.**

Applications due 4:30PM Monday 10th of October 2026