



Wormald Fire & Security is Fiji's largest Fire & Security organization, with its objective of diversifying its brands by exceeding customers' expectations and achieving market leadership and operating excellence in every segment of our business. We invite applications from suitably qualified and experienced personnel with a desire to become a part of this dynamic and growing Company for the following position for **Wormald Fire & Security based in Nadi**.

## Fire Equipment Sales and Service Representative

### Job Summary

- Schedule Fire Equipment Servicemen's Monthly Tasks (by liaising with Clients in advance for commitment dates)
- Schedule Fire Alarm Testers Monthly Tests (by liaising with Clients in advance for commitment dates)
- Quote and schedule Fire Alarm Drills, Fire Training and FAS Do & Charge Services upon client request
- Ability to close Fire Equipment Sales, from leads generated from Surveys conducted by the FE Team
- Ability to close Fire Equipment Sales from customer generated phone and emailed enquiries
- Raise Material Issues (MIs) and External Purchase Requisitions – for the FE Servicing Team and Fire Alarm Tester
- Collate and Batch Monthly Invoicing from Fire West Office (with direct assistance of Manager & Coordinator)
- Develop a positive ongoing relationship with peers and AP & AR Team.
- Collate and Code team Weekly Time Sheets every Monday morning (for verification by Coordinator and sign-off by Manager)

### Knowledge, Skills and Qualification required

- Industry knowledge
- Technical sales experience in Fire Safety
- Above average MS Program skills (Excel/ Word/ Outlook Email) and MYOB skills will be an advantage;
- Must be a quick learner with excellent Customer Service and communication skills (written and spoken);
- Good at prioritizing and multitasking
- Great attitude
- Driving License
- Clear Police record
- Fully Vaccinated

The above role is demanding and satisfying with an opportunity to grow in the organisation along with development opportunity and excellent employment conditions. If you feel that, you have what it takes to deliver the services required and wish to glorify your future in a dynamic Fire Safety Sales and Service business that's focused on Protecting Life and Property and the environment than **Wormald** is the place to be.

We wish to hear from you with your application and resume stating the qualifications and experience to the under-mentioned no later than **Friday 4.00pm, 6<sup>th</sup> May, 2022**.

### “Vacancy- Fire Equipment Sales and Service Representative”

Fire Systems Manager - West  
P. O. Box 9719  
Nadi Airport  
FIJI

Email: [douglas.t@wormaldfj.com](mailto:douglas.t@wormaldfj.com)

We are an equal employment opportunity employer. All applications will be confidentially treated and only shortlisted applicants will be contacted.

We are a fully compliant security operator and holds a Master License as required to legally operate in Fiji under the Securities Act (2010)

**Wormald Fire & Security and Guardforce Fiji are registered brands of Evergreen International Fiji, LLC**