

TERMS OF REFERENCE – SALES INTERN

Date: 4th June 2026

1. POST DETAILS

Post: Sales Intern
Contract Duration: Internship Contract
Department: Optical Services Department
Division: Sales & Marketing

2. WHAT YOU'LL DO

- Greet and welcome the customers and attend to their queries.
- Respond to customer inquiries regarding products and services, playing a PR role.
- Support the sales team in achieving targets by coordinating sales efforts.
- Process customer transactions accurately and efficiently.
- Assist with managing retail inventory and processing transactions.
- Participate in inventory management and stock replenishment.
- Maintain a clean and organized store environment.
- Support in resolving customer complaints and concerns effectively.
- Contribute to improving customer experience and satisfaction.
- Any other tasks assigned by the Employer within the work scope.

3. QUALIFICATIONS AND EXPERIENCE

- Minimum 3 O-Level passes including English, Dhivehi, and Mathematics.

OR

- Minimum 3 A-Level passes including English, Dhivehi, and Mathematics.
- Previous experience in sales, retail operations, or customer service will be an added advantage.

4. WHAT MAKES YOU A GREAT FIT

- Strong interest in sales, customer service, and retail operations.
- Good communication and interpersonal skills.
- Positive attitude and eagerness to learn in a professional environment.
- Ability to work well in a team and adapt to a fast-paced setting.



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- Detail-oriented, organized, and customer-focused.
- Basic computer skills and willingness to learn new systems and processes.

5. REPORTING RELATIONSHIPS

The Sales Intern will report to the Manager, Front Office, and is expected to work closely with the Sales Team of EyeCare.

6. WHAT WE OFFER

- Salary ranging from MVR 8,000 to 10,000.
- Overtime payment for extra hours worked, ensuring your effort is always rewarded.
- Hands-on experience in sales, customer service, and retail operations.
- Continuous professional development with access to online learning opportunities
- Supportive, growth-focused work environment with clear career progression