



Junior Sales Executive

(Client Relations & Studio Management)

Location Lahore, Pakistan

Type Full-Time

Salary Range Rs.75,000 – Rs.110,000

This position is for someone who is proactive and well-spoken to represent our brand in digital and in-person client experiences.

The role takes the lead in effectively understanding client needs, communicating them with our team, and processing an order whilst maintaining our brand ethos throughout the client's journey.

This mainly includes client communications, order management and delivery, as well as studio management.

Key Responsibilities

1. Client Communications

- Professional interaction following templates and protocols
- Clear and effective correspondence via text (instant messaging, email, document) or verbal (phone call, in-person meetings)

2. Order Support

- Assist with customizations using precise documentation of specification details
- Collection and provision of costing documents according to templates and protocols
- Coordinate with the various departments to maintain timelines and quality standards

3. Studio Floor Management

- Manage the studio's appearance and maintenance
- Organize and maintain the inventory stock and all sale logs
- Assume responsibility for sales and payments according to protocols

Qualifications & Skills

- Proficient in **written and spoken English and Urdu language**
- Disciplined and organized to maintain responsibility for studio sales and collection
- Prior experience is essential in sales or management

Why Join Us?

- Work in a supportive, **female-led environment**
- Contribute to inspiring projects across **photography, branding, and content creation**
- Gain practical, hands-on experience with both **local and international clientele to enhance sales portfolio**
- Be part of a growing, design-forward company with **exciting local and international collaborations**