

## Job Description

<b>Designation:</b>	Sales Executive		
<b>Department:</b>	Sales	<b>Job Location:</b>	-
<b>Direct Reporting To:</b>	Sales Head	<b>Direct Reportees:</b>	-
<b>New Position/ Back Fill:</b>	New	<b>No. of openings:</b>	2
<p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>▪ Candidate will be responsible to sale complete web control solutions to the plastic, packaging and industrial automation and control system industries and also achieve individual business target.</li> </ul>			
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Establishes, develops and maintains business relationships with current customers and prospective customers to generate new business for the organizations products.</li> <li>• Responsible to achieve monthly/ yearly sales target.</li> <li>• Maintain and follow payment Policy at the time of sales.</li> <li>• Defining &amp; finalizing Agent network (FOS).</li> <li>• Maintain Daily, Weekly &amp; Monthly sales report and keep customer records.</li> <li>• Prepare reports for monthly, Quarterly and Yearly review.</li> <li>• Responsible to coordinate with service team for after-sales support.</li> <li>• Develops clear and effective written proposals/quotations for current and prospective customers.</li> <li>• Develop long-term relationships with clients, through managing and interpreting their requirements.</li> <li>• Identify &amp; analysis State wise/City wise prospect and Share Company profile to them.</li> <li>• Responsible to share time to time product details to prospects with email/call/sms.</li> <li>• Responsible to organize and attend company exhibition and maintain the visitor's data and follow up.</li> <li>• Responsible to make a monthly tour plan and arrangement for the same.</li> <li>• He/She must undertake any other task assigned by management.</li> </ul>		
<b>Requisite Skills:</b>	<ul style="list-style-type: none"> <li>▪ Confident and aggressive</li> <li>▪ Excellent client-interfacing skills</li> <li>▪ Excellent communication skills (written and verbal) with presentation skill</li> <li>▪ Good listening &amp; Self-grooming</li> <li>▪ Knowledge of functioning of businesses</li> <li>▪ MS office proficiency</li> </ul>		
<b>Desired Skills:</b>	<ul style="list-style-type: none"> <li>▪ Ability to lead a team</li> <li>▪ Ability to perform under pressure</li> <li>▪ Being performance-driven and focused on results</li> <li>▪ Ability to self-motivate and motivate others</li> <li>▪ At least 5 years' experience selling any technical product.</li> </ul>		
<b>Education:</b>	B.Tech/B.E, B.B.A - Management, Other Graduate in any discipline. PG/MBA in Marketing is desired.		
<b>Relevant Experience:</b>	A minimum of 2 years		
<b>CTC per annum:</b>		<b>Total Experience:</b>	Up to 5 years
<b>Will travel?</b>	Yes (PAN India travelling)	<b>Gender:</b>	Male/ Female