

Job Description – Assistant Manager

- Plan for new/existing customer visits for volume and GP growth, Customer retention & proactively meeting for their requirements & issues resolutions.
- Relationship development with the existing and new customers.
- Responsible for securing new customers and maintaining and developing existing accounts.
- Cold Calling and Deep selling
- Regularly visit existing accounts validating our service levels and develop new revenue streams.
- Maintain Sales Pipeline and achieve sales target.
- Responsible for developing close relationship with all accounts and gain a clear understanding of customer's business & requirements, adopting customer centric approach.
- Gathering market information and take part in the overall business development through weekly/ monthly sales meeting.
- Negotiate with the clients as per price guidelines given, looking to maximize profit. Collect relevant customer information for RFQ and prepare documents for customer implementation in order to ensure proper operational handover with SOPs and implementation to meet customer expectations.
- Work closely with internal and external stakeholders in order to maximize the customer satisfaction and earn better revenue.
- Follow up with clients for outstanding supported by the Finance department.
- Lead Generation.
- Help credit team for credit follow-ups and payment collection.
- Supporting teammates in team tasks & operations to understand the customer's requirement for smooth execution.
- To assist the Route Development Manager for internal and external visitor arrangements
- To prepare sales & marketing material, presentations for the specific approach to existing or potential clients
- To represent and follow the company philosophy, quality management system and highest standard of business practice
- To identify new potential clients (target clients) according to the sales budget within the sales territory and specified products
- Re-approach 'lost' / 'sleeping' accounts in order to dig out new potential opportunities within the sales territory

Desired Candidate profile:

1. Excellent track record achieving and exceeding targets
2. Excellent interpersonal & communication skills (Verbal and written)

3. Self- motivated & ability to work independently
4. Working Knowledge & understanding of International Freight and Operation
5. Highly organized & detail oriented
6. Effective presentation and customer relations skills
7. Excellent listening skills