

## Job Description

|          |                 |                   |
|----------|-----------------|-------------------|
| Position | Sales Executive | Location - Mumbai |
|----------|-----------------|-------------------|

### **Job Responsibility & Goals**

|    |   |
|----|---|
| 1  | Build and maintain professional networks & good working relationships with customers and vendors  |
| 2  | Understand the customer and needs of your business customers  |
| 3  | Handling customer questions, inquiries, and complaints. Preparing and sending quotes and proposals within stipulated timeline   |
| 4  | Record sales and order information, sending copies to other department, or updating data into a computer system   |
| 5  | Managing the sales process through specific software programs. Building and maintaining a CRM database  |
| 6  | Be on top of documentation and registration activities  |
| 7  | Generate new inquiries by establishing good relationship and constant follow up   |
| 8  | Responsibility of order booked till order completion with account closing   |
| 9  | Submitting offers by conferring with technical staff; costing engineering changes   |
| 10 | Contributes to team effort by accomplishing related results as needed   |
| 11 | Collect and analyse information and prepare data and sales reports  |
| 12 | Attend team meetings and share best practice with colleagues  |
| 13 | Give feedback about buying trends to management   |
| 14 | Liaise with other departments to check the progress of existing orders  |
| 15 | represent the company at trade exhibitions, events and demonstrations   |
| 16 | Meeting daily, weekly, and monthly sales targets. Review your own sales performance, aiming to meet or exceed targets   |
| 17 | Meet with potential clients to determine their needs  |
| 18 | Maintains quality service by establishing and enforcing organization standards.   |
| 19 | Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies. |
| 20 | Recording and maintaining client contact data. Generate new inquiries, prepare quotations and attain monthly target of order booking  |

## Job Description

|          |                 |                   |
|----------|-----------------|-------------------|
| Position | Sales Executive | Location - Mumbai |
|----------|-----------------|-------------------|

|    |  |
|----|--|
| 21 | Preparing cost estimates by studying plans and related customer documents; consulting with engineering and production team   |
| 22 | Confer with customers and engineers to assess equipment needs and to determine system requirements   |
| 23 | Preparing reports for head office and meeting regular sales targets  |
| 24 | Identifying current and future customer product requirements by establishing personal rapport with potential and existing customers and other persons in a position. To provide product, service, or equipment technical and engineering information by answering questions and requests |
| 25 | Meeting regular sales targets and coordinating sales projects  |
| 26 | Contributing to team effort by accomplishing related results as needed   |
| 27 | Must be willing to give 100% by being at top of the work at hand   |

### Reporting Relationships

|  |
|--|
| Role Reports in to- Business Development Manager |
| Following team members will report to you        |
| None   |

### Job Specifications

| Knowledge |   | Attitudes |  | Skills |   |
|-----------|---|-----------|--|--------|---|
| 1         | Projects industry                                   | 1         | Self-Motivated, Passionate about sales, Goal Oriented                  | 1      | Communication, Simple, clear and customer-centric communication |
| 2         | Computer – MS Office is must, CRM software optional | 2         | Outgoing, Ability to build a rapport with customers                    | 2      | Professionalism, Time management skills                         |
| 3         | Sales of Industrial Goods                           | 3         | Organized, Fast learner and quick thinker                              | 3      | Analytical, Problem-solving abilities                           |
| 4         | Estimation & Documentation                          | 4         | Adaptive to changing Environment                                       | 4      | Creativity  |
| 5         | Quotation Preparation                               | 5         | Persuasive, Ability to negotiate and understanding of marketing skills | 5      | The skills to work both independently and as part of a team     |

## Job Description

|          |                       |   |   |   |
|----------|-----------------------|---|---|---|
| Position | Sales Executive       |   |   | Location - Mumbai   |
| 6        | Competency in English | 6 | Able to handle criticism, a positive, confident and determined approach. The ability to cope with rejection | Excellent listening skills and ability to empathize with customer's needs. Conflict resolution skills |