

## Job Description

<b>Designation:</b>	Sr. Sales Executive	<b>Job Location:</b>	Ahmedabad
<b>Department:</b>	Sales & marketing	<b>Grade/ Level:</b>	L2
<b>Direct Reporting To:</b>	Director	<b>Direct Reportees:</b>	NA
<b>New Position/ Back Fill:</b>	1	<b>No. of openings:</b>	1
<b>Job Purpose:</b>			
The candidate will be responsible for building business by identifying and selling prospects; is primarily to generate sales and achieve the sales target and also maintaining relationships with customers			
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Welcomes customers by greeting them offering them assistance.</li> <li>▪ Appoint New Dealer, OEM, Trader and Users.</li> <li>▪ Shall be responsible for achieving sales targets of the organization through effective planning.</li> <li>▪ Provide accurate information to client. (e.g. product features, pricing and after-sales services)</li> <li>▪ Support branding and promotion through social media marketing and other relevant channels.</li> <li>▪ Visit the client place and ensure client satisfaction.</li> <li>▪ Distributing product samples, brochures, flyers etc. to source new sales opportunities.</li> <li>▪ Responsible for converting inquiry into order in a positive manner.</li> <li>▪ Responsible for resolving Client complaints regarding sales and service.</li> <li>▪ Responsible for preparing sales quotation and getting verified through concern person.</li> <li>▪ Responsible for collection of outstanding from the Client as per company norms.</li> <li>▪ Responsible for assisting with any additional tasks as assigned by the Company.</li> <li>▪ Qualifying leads from marketing campaigns as sales opportunities.</li> <li>▪ Contacting potential clients through cold calls and emails.</li> <li>▪ Identify client needs and suggest appropriate products/services.</li> <li>▪ Customize product solutions to increase customer satisfaction.</li> <li>▪ Build long-term trusting relationships with clients.</li> <li>▪ Proactively seek new business opportunities in the market.</li> <li>▪ Making Report on (weekly/monthly/quarterly) sales results.</li> <li>▪ Stay up-to-date with new products/services and new pricing/payment plans</li> <li>▪ May be asked to perform other duties assigned by <b>Gajjar Compressors Pvt Ltd</b></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).</li> <li>▪ Good listening.</li> <li>▪ MS office - Excel, PPT etc. proficiency.</li> <li>▪ Basic technical knowledge related to work in Engineering Industry.</li> </ul>		
<b>Education:</b>	B com, MBA ( Preferred BE Mechanical / Diploma Mechanical but not must)		
<b>Relevant Experience:</b>	Minimum 3 years		
<b>CTC per annum:</b>	240000 to 300000 & Variable	<b>Total Experience:</b>	5 years
<b>Will travel?</b>	Yes	<b>Monthly Net Salary:</b>	Rs. 20000 to 25000 & Variable
<b>Work time</b>	9.30 to 6.30	<b>PF – Yes / No</b>	NO
<b>Preferred Domain:</b>	Engineering Industry		
<b>Gender:</b>	Male	<b>Marital Status:</b>	No Matter