



**Post:** Asst. Sales Manager

**Department:** Sales & Marketing

**Location:** South Gujarat

**Reporting To:** Manager - Sales

**Experienced Required:** 2 to 3 Years

**Key Tasks and Responsibilities:**

**1. Implement operational plans to retain and enhance the customer base**

- Implement the planned activities at the field sales level in order to fulfil the operational plan

**2. Participate in the sales cycle encompassing the following:**

- Retail Outlet visit
- Meeting the new retailers and opening new counters
- Retail meets & local contractors one to one meeting
- Site Visits – based on retailer inquiry
- Order Management
- Payment follow up with the dealers and retailers

**3. Special Skills Required**

- Experience in the Building Material, Construction Chemicals, Waterproofing or Paints Industry
- Companies Preferred: Sunanda, Fairmate, Perma, Walplast, Laticrete

**Key Performance Indicators:**

- Maintenance of the Database file and Inquiry file.
- Retailers retention and new retailer billing
- Preparation of Daily report
- Collections
- Adherence to individual Sales Targets.

**Qualifications:**

- Graduate from a recognised university.

**Skills:**

- Good written and verbal communication skills.
- Product knowledge
- Good PR Skills
- Self motivation and multi tasking capabilities.
- Confident and keen acumen