



Post: Sales Manager

Department: Sales & Marketing

Location: Ahmedabad

Reporting To: Sales Director

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
- Have meetings with Key Customers and do Customer Relationship activities
- Upgrade the knowledge of Self and also of the team below by regular training
- Review the activities, Sales plan and payment collection plan of team on weekly basis
- Appoint the dealers across Maharashtra and handle the existing dealers.

2. Participate in the sales cycle encompassing the following:

- Lead Generation
- Sampling
- Quotation sending and follow ups
- Leading a team of Sales Managers and Sales Executives in Project sales
- Review meeting of the Sales Team and helping them to convert their inquiries into orders
- Site Visits
- Order Management
- Payment follow up with the client and distributor

Key Performance Indicators:

- Maintenance of the Database file and Inquiry file.
- Quotation generation and follow up records
- Preparation of Daily report
- Collections
- Adherence to individual Sales Targets.

Qualifications:

- Graduate/ Post Graduate from a recognised university. Preferably Civil Engineering.

Experience:

- 3 to 5 years in the field of Building material/Construction Chemicals with experience of handling Rest of Maharashtra region.

Skills:

- Good written and verbal communication skills.
- Product knowledge
- Good PR Skills
- Self motivation and multi tasking capabilities.
- Confident and keen acumen
- Computer Conversant including mailing, Excel reports etc.