



**Post:** Business Development Executive

**Department:** Sales & Marketing

**Location:** Mumbai

**Reporting To:** Manager - Sales

### **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
- Effective handling of Project dealers and distributors by visiting them regularly and ensuring to implement organizational schemes and strategies with them
- Handling a team of executives by taking their daily report and weekly reviews
- Achieving set sales targets by meeting the key customers and closing orders

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

- Responsible for handling the repair contractors.
- Meeting with repair contractors and repair consultants for getting the product approved and used at sites.
- Approaching, meeting and presenting to contractors and societies in allocated area for selling Mcon Repair products.
- Tracking the projects from inquiry to actual order execution with help of the Dealers and also focus on payments.
- Arrange calls with generated leads for creating prospective customers to help generate business.
- Contribute to overall customer satisfaction by promptly answering emails and handling orders by phone.

#### **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.
- Customer retention and new Society billing
- Preparation of Daily report
- Collections

- Adherence to individual Sales Targets.

**Qualifications:**

- Graduate from a recognized university.

**Skills:**

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

**Experienced Required:** 2 Years & Above

**Education :** Diploma in Civil/ BE Civil/Any Graduate