



Post: Sales Executive

Department: Sales & Marketing

Location: Haryana, Kerala, Vapi

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

2. Participate in the sales cycle encompassing the following:

- Lead Generation
- Sampling
- Quotation sending and follow ups
- Site Visits
- Order Management
- Payment follow up with the client and distributor

3. Special Skills Required

- Experience in the Building Material, Construction Chemicals, Waterproofing or Paints Industry
- Companies Preferred: Sika, Fairmate, Walplast, etc.

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 from a recognized university. Preferably Civil Engineering.

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.