

Job Description

- Job Title : Manager – Sales & Marketing (Color Coated Sheets)
- Department : Sales & Marketing
- Reporting To : Sr. Sales Manager. (Role to which this role reports)
- Reportees : Asst. Manager – Sales & Marketing (Roles reporting to this role)

JOB SUMMARY (Brief about the existence of the position)

- He/She must have 4 - 8 Yrs. of selling experience in Color Coated /Galvanized /Asbestos or Cement Sheets.
- People with high energy level and positive attitude, shall be able to cover the market and communicate with decision makers to bring profitable business to the organization.
- Preference would be given to candidates having previous experience in Color Coated Sheets Industry.
- Age: Below 35 yrs

KEY DUTIES & RESPONSIBILITIES (Primary duties)

- Generate enquiries from various sources like Corporate Houses , Private companies, Individuals, Non Govt Organizations etc as a per sale activity.
- Collect the customer's requirements /consultants drawings and explain the feasible options.
- Preparation & Submission of Techno Commercial Offer to the customers.
- Negotiate with customers and finalize the Order.
- Send the required documents and signed Offers etc., to head office.
- Collection of Advance or Balance payments (in Cheque form) from customer and submit to Head Office.
- Coordinating with customer and Production department to get the order executed and dispatch of material.
- Sending sales forecasts and reports to superiors at regular intervals.

ADDITIONAL RESPONSIBILITIES (Apart from regular activities)

- Customer relations management and customer service.
- Conducting Periodic Sales Promotional Activities.
- To develop new markets in and around states.

FUNCTIONAL COMPETENCIES (Key skills)

- Technical Knowledge in Mechanical Engineering and Architecture with MBA – Marketing.
- Computer Skills i.e. Proficient in Excel & power point presentations.

Others:

- Educational Qualification : B.E/B.Tech(Mech Engg) with MBA specialization.
- Experience & Industry : 4 - 8 Years In Preferably In Color Coated Sheet Companies
- Location Of Work : Bellary & North Karnataka