

## **Job Description**

- Job Title : Manager – Sales(PEB)
- Department : Sales & Marketing
- Reporting To : Regional Head Sales/CEO. (Role to which this role reports)
- Reportees : Nil (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 PEB/Structural Steel/Project Selling/Construction equipments.
- 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 PEB/Structural Steel Industry.
- Age: Below 35 yrs

### **KEY DUTIES & RESPONSIBILITIES (Primary duties)**

- Generate quotes 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.
- Raising quote request forms to design and estimation department in order to get the cost of project.
- Negotiate with customers and finalize the jobs.
- Send the required documents and signed contracts etc., to head office.
- Coordinating with customer and head office to get drawings, and dispatch of material.
- Collection of payments and acceptable letter of credits to complete the jobs.
- 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 Civil, Mechanical Engineering and Architecture.
- Computer Skills i.e. Proficient in Excel & power point presentations.

### **Others:**

- Educational Qualification : B.E/B.Tech(Civil/Structural Engg/Mech)
- Experience & Industry : 4 - 8 Years In Preferably In PEB Companies
- Location Of Work : Bangalore