

JOB DESCRIPTION**JOB NO.:****JOB TITLE: SALES TRAINEE****DEPARTMENT: SALES****REPORTING TO: SALES MANAGER****JOB DESCRIPTION:**

Responsible to achieve the Sales Budgets.To generate new clients in order to expand the client base. To retain the existing clients by closely coordinating between client, customer service and Operations department. Handling customers complaints with respect to Service/Other issues. Focus on selling all the products.

ACTIVITIES:

1. Develop prospective clients, make cold calls and service existing clients.
2. Respond to inquiries by clients.
3. Send inquiries to agents.
4. Prepare quotations and send to clients.
5. On receiving confirmed business hand over to customer service.
6. Collect dues and outstanding amounts from clients.
7. Meet volume & GP Targets
8. Entering the calls made during the week in the Sales module.
9. Providing market information with respect to the rates/ Competition prevalent in the market.
10. Generating the Sales leads (Outbound) and forwarding the same to the Overseas offices.

REPORTS:

1. Prepare call notes and client profiles
2. Prepare weekly and monthly Sales reports
3. Prepare reports on new accounts gained, accounts lost, market trends and accounts information.

WHO CAN APPLY:-

Academic Criterion- Having an aggregate of more than 50 % marks in Matriculation / Senior Secondary

COURSES PREFERRED -

B.A (Pass)
 B.A (Hons) - Any Stream
 B.Com (Pass)
 B.Com (Hons)

Language Criterion - Proficiency in English / Fluency in communication

SKILLS REQUIRED-

Confident & Extrovert
 Well Groomed
 Communication
 Correspondence
 Presentation Skills

ATTRIBUTES-

Teamwork
 Co-operation
 Planning
 Assertive
 Adaptable & Risk Taking

TRAINING GIVEN:

1. Company induction, Terminology, Accounting Process & Cross Functional Training.
2. Product knowledge
3. Personality development (Grooming/Stress/Etiquette)
4. Dealing with customers (Behavioral)
5. Internal ERP System training

