**AREA SALES MANAGER**

* **Ensuring that the set sales targets are achieved monthly, quarterly, and yearly**
* **Ensure proper collections timely and as per policy for smooth business**
* **Appoint new distributors, dealers, and DMAs as per the requirement explain the policies correctly and clearly, and make them abide by the same.**
* **Ensure that the SOPs are followed religiously and correctly as regards to no of calls and other things mentioned therein.**
* **Ensure the tour plan is followed in the best possible manner to generate business in a cost-effective manner**
* **Visits new construction sites buildings, hospitals, hostels, colleges, hotels etc to generate business.**
* **Listening to customer Distributor/ Dealer/ End User requirements and**
* **Maintaining and developing relationships with existing customers in person and via telephone calls.**
* **Cold calling to arrange meetings with potential customers to prospect for new business.**
* **Responding to incoming email and phone inquiries;**
* **Acting as a contact between a company and its existing and potential markets**
* **Negotiating the terms of an agreement and closing sales;**
* **Gathering market and customer information;**
* **Representing the company at trade exhibitions, events, and demonstrations;**
* **Negotiating on price, costs, delivery, and specifications with buyers and managers and Liaoning with co for proper adherence to comply with these;**
* **Challenging and convincing any objections to get the customer to buy;**
* **Advising on forthcoming product developments and discussing special promotions;**
* **Creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer;**
* **Liaising with buyers to check the progress of existing orders;**
* **Checking the quantities of goods on display and in stock;**
* **Recording sales and order information and sending copies to the sales office, or entering figures into a computer system;**
* **Reviewing your own sales performance, aiming to meet or exceed targets;**
* **Gaining a clear understanding of customers' businesses and requirements;**
* **Making accurate, rapid cost calculations and providing customers with quotations;**
* **Feeding future buying trends back to employers;**
* **Attending team meetings with proper data and analysis and sharing best practice**
* **Collecting proper data and USPs of competitors and making proper presentations to counter them with our USPs.**