

	JOB DESCRIPTION
Position Title	Assistant Manager - PE Sales
Reports To	Regional Manager - PE Sales
Department	PE
Minimum Qualification	Bachelor's
Work Experience	2 - 3 Years
Primary Duties	<p>Sales & Marketing activities under a particular Area</p> <p>Direct Customer visits, reports preparation, and updating in ERP software.</p> <p>Educating customers about the products & their features</p> <p>Preparing Quotations against customer inquiries</p> <p>Working with Govt. customers and preparing technical specifications for major projects & tenders</p> <p>Preparation of MIS Reports about the Market and updating to Management for timely action</p> <p>Achieving business targets from direct sales, Projects & Tenders assigned to them.</p> <p>Be responsible for end-to-end sales: Lead Generation to closure and post-closure relationship Management.</p>
Secondary Duties	<p>Monitoring market trends and competitor activities.</p> <p>Reporting on sales performance and providing feedback to senior management.</p> <p>Collaborating with marketing, product development, and other departments to drive sales initiatives.</p> <p>Ensuring compliance with company policies and procedures.</p> <p>Participating in sales meetings, conferences, and industry events to stay informed and network.</p>
Skills Required	<p>Proven experience working as an Assistant Sales Manager or in a field sales manager job</p> <p>Track record of meeting and exceeding sales targets</p> <p>Written, oral and interpersonal skills</p> <p>Good leadership and motivational skills</p>
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