

	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	Sales & Marketing activities under a particular Area
	Direct Customer visits, reports preparation, and updating in ERP software.
	Educating customers about the products & their features
	Preparing Quotations against customer inquiries
	Working with Govt. customers and preparing technical specifications for major projects & tenders
	Preparation of MIS Reports about the Market and updating to Management for timely action
	Achieving business targets from direct sales, Projects & Tenders assigned to them.
	Be responsible for end-to-end sales: Lead Generation to closure and post-closure relationship Management.
Secondary Duties	Monitoring market trends and competitor activities.
	Reporting on sales performance and providing feedback to senior management.
	Collaborating with marketing, product development, and other departments to drive sales initiatives.
	Ensuring compliance with company policies and procedures.
	Participating in sales meetings, conferences, and industry events to stay informed and network.
Skills Required	Proven experience working as an Assistant Sales Manager or in a field sales manager job
	Track record of meeting and exceeding sales targets
	Written, oral, and interpersonal skills
	Good leadership and motivational skills
Location	Trivandrum
Email ID	jobs@hykonindia.com
Contact	85930 75050

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