JOB DESCRIPTION

**Position Title**: Assistant Manager - PE Sales

**Reports To**: Regional Manager - PE Sales

**Department:**  PE

**Minimum Qualification**: Bachelor's

**Minimum Work Experience**: 2 - 3 Years

**Primary Duties**

Sales & Marketing activities under particular Area

Direct Customer visits, reports preparation, and updating in ERP software.

Educating customers about the products & their features

Preparing Quotations against customer enquiries

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**  Chennai / Kottayam / Calicut

**Email ID** jobs@hykonindia.com

**Contact**  85930 75050