

POSITION DESCRIPTION

Customer Sales Specialist

Department:

Sales

Job Title:

Customer Sales Specialist

Reports to:

GL/TM

Purpose:

To deliver Sales as per targets, to grow as successful sales person and develop sales skills, with the focus on customer delight.

Key Result Areas:

- To attend field meetings punctually and regularly.
- To be polite and courteous at all times
- Must file Daily Activity Report on a daily basis with complete details of customer.
- Must achieve 40 door knocks in residential segment.
- Should have 4 to 5 Appointments a day & achieve minimum 3-4 product presentations/demo per day.
- Should do minimum of eight sales per Cycle
- Must ensure long term relationship with all customers by personal meetings & help them with required services.
- Should be responsible for full payment collection and follow up on timely delivery & installation.
- Must make at least 10 courtesy calls during the month to existing customers and document in the "Gift-A-Smile" book.
- Should build Prospect Bank (Pipe Line orders) and references

Key Authorities:

Concerned SSD Divisional Manager

Qualification Guidelines:

- Minimum Graduation / 12+3 (Diploma recognized by AICTE)
- The candidate appeared for Graduation and could not pass also can apply.
- Should be minimum of 20 Years age
- Should give two references for reference check
- Should have Passport or apply immediately after joining

Experience:

NIL

Skill and Knowledge:

- Should be able to communicate in English (Preferably)
- Should be smart and with positive attitude to project the right image of the company.
- Should have dedication and attitude to adopt new skills and learn.

Cost to the Company:

As per Payment Plan

Territory Executive

Department:

Sales

Job Title:

Territory Executive

Reports to:

Territory Manager or Territory Head

Purpose:

To deliver Sales as per targets, to grow as successful sales person and develop future leadership quality and enhance sales skills, with the focus on customer delight.

Key Result Areas:

- To attend field meetings punctually and regularly as per the company norms.
- To be polite and courteous at all times
- Must file Daily Activity Report on a daily bases with complete details of customer
- Must meet minimum 40 potential prospects (majorly Architects, Interior decorators, Electrical
- Consultants, Builders, Corporate offices, Industries, Commercials & SOHO (small offices/ Home Offices)
- Should have 4 to 5 Appointments per day
- Must achieve minimum four product presentations/demo per the day
- Must ensure long term relationship with all customers/Influencers continuously through personal meetings and assist them with required services.
- Must make at least 10 courtesy calls during the month to existing customers and document in the "Gift-A-Smile" book
- Should build Prospect Bank (Pipe Line orders) and Key Accounts including nurturing minimum of 20 Influencers (Architects, Electrical Consultants, Interior Decorators etc,)

Key Authorities:

Concerned SSD Divisional Manager and Area HR

Qualification:

- 10+2 or PUC / 12+3 (Diploma recognized by AICTE) / Graduate from recognized University/ BE / MBA
- Should be minimum of 22 Years age
- Should give two references for reference check
- Should have valid driving license.
- Should have Passport or apply immediately after joining

Experience:

- Two years sales experience or one year experience in similar field for 10+2 / Diploma holders

Or

- One year sales experience for Graduate/Degree holder

Or

- **MBA/BE Fresher**

Skill and Knowledge:

- Should have decent communication skills in English
- Should be smart and with positive attitude to project the right image of the company.
- Should have dedication and attitude to adopt new skills and learn.

Cost to the Company:

As per Payment Plan

Sr. Territory Executive

Department:

Sales

Job Title:

Senior Territory Executive

Reports to:

Territory Head

Purpose:

To deliver Sales as per targets, to grow as successful sales person and develop quality of next leader rapidly and enhance sales skills, with the focus on customer delight as per company's objective.

Key Result Areas:

- To attend field meetings punctually and regularly
- To be polite and courteous at all times
- **Should be highly matured and able to give demo and sell independently in major cases.**
- Must file DAR (Daily Activity Report) on a daily bases with complete details of customer (Name, address, telephone No)
- Must meet minimum 40 Prospects (majorly Architects, Interior decorators, Electrical Consultants, Builders, Corporate offices, Industries, Commercials & SOHO (small offices/Home Offices) daily so as to have 6 to 7 Appointments' & achieve minimum 5 product presentations for the day.
- Must ensure long term relationship with all customer/Influencers continuously through personal meetings & help them with required services.
- Must make at least 15 courtesy calls during the month to existing customers and document in the "Gift-A-Smile" book
- Should build Prospect Bank (Pipe Line orders) and Key a/c including nurturing minimum of 30 Influencers (Architects, Electrical Consultants, and Interior Decorators etc)

Key Authorities:

Concerned SSD Divisional Manager and Area HR

Qualification Guidelines:

- Graduate or MBA/BE
- Should be minimum of 24 Years age
- Should give two references for reference check
- Should have valid driving license. Candidate having a two wheeler will be preferred.
- Should have Passport or apply immediately after joining

Experience:

- Two years direct sales experience / one year similar experience for Graduate/Degree Holder

Or

- Management Trainee or one year sales experience for MBA/BE holders

Skill and Knowledge:

- Should have decent communication skill in English
- Should be smart and with positive attitude to project the right image of the company.
- Should have dedication and attitude to adopt new skills and learn.
- Should have high level of maturity and develop him to the extent of immediate leader.

Cost to the Company:

As per Payment Plan

Territory Manager (Operating Team)

Department:

Sales

Job Title:

Territory Manager

Reports to:

Territory Head or Branch Manager

Purpose:

To deliver Sales as per targets, to plan on profit and growth of the team within CRC, as per target, by developing leadership quality in friendly and vibrant manner, with the focus on customer delight as per company's objective.

Key Result Areas:

- Is responsible for team and self punctuality and regularity at all field/office meeting
- Is responsible for the team and self working in the fixed allocated territory
- Is responsible for conducting basic training programs for Customer Sales Specialists / TE
- Is responsible to adhere to sales cycle closing dates
- Is responsible for enhancing team productivity levels
- Is responsible to submit Weekly Team Reports to TH or BM on a weekly basis
- Is responsible to set group and meet team targets
- Is responsible to monitor and control team ICR & unit out standings, CDA, installation & delivery of units and customer training and courtesy calls
- Must ensure long term relationship with all customer/Influencers continuously through personal meetings & help them with required services.
- Must make at least 15 courtesy calls during the month to existing customers and document in the "Gift-A-Smile" book and follow up with team members on the same.
- Should build Prospect Bank (Pipe Line orders) & Key a/c including nurturing min. of
- 150(including self 25) Influencers

Key Authorities:

Concerned SSD Divisional Manager and Regional HR/Area HR

Qualification Guidelines and:

- Graduate from any recognized University or MBA/BE.
- Should be minimum of 26 Years age
- Should give two references for reference check
- Should have valid driving license. Candidate having a two wheeler will be preferred.
- Should have Passport or apply immediately after joining

Experience:

- Three years direct sales experience and one year team handling / similar field-two years of experience, 6 months to 1 year team handling experience for Graduates/Degree Holder.

Or

- Two years experience with six months to one year team handling for MBA/BE.

Skill and Knowledge:

- Should have decent communication skill in English
- Should be smart and with positive attitude to project the right image of the company.
- Should have dedication and attitude to adopt new skills and learn.
- Should be good in Recruitment, Training/Coaching, Motivation, Goal Setting & retention skills

Cost to the Company:

As per Payment Plan