

*Job Title: Business Development Executive (SALES -FIELD)*

*Department: Sales*

*Function: Executive*

*Reporting Manager Job Title: Manager - Sales*

*Location: Administrative Office, Bangalore*

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***JOB PURPOSE:***

The role supports the Manager/ Sr.Executive and assists in achieving the targeted sales & collection targets by expanding the customer base and promoting existing and new products of the company, thereby contributing to the achievement of the company's annual sales objectives

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***MAIN RESPONSIBILITIES:*** (Briefly describe the position's main responsibilities)

***Sales Objectives & Planning:***

- Draw out the annual, quarterly and monthly sales plans, product wise, in consultation with Sales Manager.
- Plan and achieve product wise monthly, quarterly and annual sales and collection targets.
- Develop, maintain & nurture client relationships and act as link between customer & PBPL
- Communicate with existing customers for feedback on existing products.
- Identify and communicate with potential new customers for generation of sales enquiries
- Generate and transfer enquiries to the relevant departments
- Schedule trials with new customers.
- Ensure timely raising of invoices and collection of invoiced amounts.
- Coordinate with internal departments for timely and accurate execution of sales orders.
- Communicate with target audiences and manage customer relationships, vis-à-vis product satisfaction, possible new products, etc.
- Submit FP monthly projections (Existing and New).

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***PROFILE*** (qualifications needed for the role)

***Education & Experience:***

- 3+ year Business/Science Graduate/Masters /PG Diploma degree in business administration or relevant discipline
- Proven experience as a Sales Executive or relevant role
- Excellent knowledge of MS Office
- Knowledge on Accounting software/CRM is an added advantage

***Competencies:***

- Strong Communication skills
- Customer focus.
- Fast learner
- Documentation Skills