

<b>Job Title:</b>	Asst. Manager – Sales & Marketing (Project)	<b>Job Category:</b>	Project
<b>Department/Group:</b>	Sales & Marketing	<b>Job Code/ Req#:</b>	SM01
<b>Location:</b>	Nagpur	<b>Travel Required:</b>	Yes – Central India
<b>Level/Salary Range:</b>	1.8-2.4 L	<b>Position Type:</b>	Full time
<b>HR Contact:</b>	Rahul – 8208178571	<b>Date Posted:</b>	23.01.2022
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	30.01.2022
<b>External Posting URL:</b>	www.idacind.in		
<b>Internal Posting URL:</b>	NA		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> idac.jas@gmail.com Subject Line: Applying for the post of Asst. Manager - Sales & Marketing (Project)			
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The ideal candidate will be responsible for driving the company's key performance indicators by delivering an exceptional in-store experience. In order to do this, the candidate will build and train an effective team, and effectively incorporate business trends and customer feedback into the training of employees.</p> <ul style="list-style-type: none"> <li>• Build effective relationships with associates, peers and supervisor to develop a high performing team</li> <li>• Analyze reporting and business trends to make strategic decisions to drive results</li> <li>• Directly supervise the business, ensuring, and maintaining high quality standards</li> <li>• Consistently assess and provide ongoing performance feedback to all levels of team members</li> <li>• Drive market intelligence to generate new leads and prospectus</li> <li>• Establish communication with leads to understand the requirements</li> <li>• Record generated leads, proposal making and follow-ups</li> <li>• Social media campaigns and engagement through appropriate flyers to maintain presence of company</li> <li>• Maintain sales order records and post ordering communication with client</li> <li>• Cost estimation, commercial scrutiny of sales orders, payment collection, budget control and expenditure management.</li> <li>• Maintain healthy relations with clients</li> </ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			

- Minimum Graduation + Post Graduation or equivalent
- 0-3 years of industrial or equivalent management experience
- Strong verbal and written communication skills
- Smart presentation skills and presentable
- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)

**PREFERRED SKILLS**

Past Marketing or industrial experience

Graduation – B.E. Mechanical

Post-Graduation – MBA – Marketing (major)

**ADDITIONAL NOTES**

Candidate having Mechanical background and industrial experience will be given preference in hiring

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	