

FLUKE INFOTECH – JOB DESCRIPTION

HR@FLUKEINFOTECH.COM



TITLE: IT SALES & MARKETING EXECUTIVE
LOCATION: MUMBAI, HYDERABAD, INDORE
EXPERIENCE: FRESHER OR 3 – 4 YEAR
REPORTING TO: SALES DIRECTOR
WORKING HOURS: 8 HOURS 5 DAY OF WEEK.

JOB DESCRIPTION

- Lead generation from market, Listening to customer requirements and presenting appropriately to make a sale;
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails;
- Cold calling to arrange meetings with potential customers to prospect for new business;
- Responding to incoming email and phone enquiries;
- Acting as a contact between a company and its existing and potential markets;
- Negotiating the terms of an agreement and closing sales;
- Gathering market and customer information;
- Representing their company at trade exhibitions, events and demonstrations;
- Negotiating on price, costs, delivery and specifications with buyers and managers;
- Challenging any objections with a view to getting the customer to buy;
- Advising on forthcoming product developments and discussing special promotions;
- Creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer;
- Liaising with suppliers to check the progress of existing orders;
- Checking the quantities of goods on display and in stock;
- Recording sales and order information and sending copies to the sales office, or entering figures into a computer system;
- Reviewing your own sales performance, aiming to meet or exceed targets;
- Gaining a clear understanding of customers' businesses and requirements;
- Making accurate, rapid cost calculations and providing customers with quotations;
- Future buying trends back to employers;
- Attending team meetings and sharing best practice with colleagues
- Flexibility to Travel
- Knowledge of Indian Taxes.

- You will need to have:
- Managing campaigns on social media
- Good teamwork skills
- Communication skills
- Adaptability
- Good organization and planning skills
- Creativity
- Commercial awareness
- Presentation skill
- IT skills (MS Word, MS Excel, MS Outlook)
- Presenting the product or service favorably and in a structured professional way face-to-face.
- The ability and desire to sell;
- Excellent communication skills;
- A positive, confident and determined approach;
- Resilience and the ability to cope with rejection;
- A high degree of self-motivation and ambition;
- The skills to work both independently and as part of a team;
- The capability to flourish in a competitive environment;
- A good level of numeracy.