

**W. R. TALWALKER BROTHERS PVT. LTD.**

An ISO 9001 : 2015 Certified Company



Authorised Distributors For Kirloskar Products - Since 1928

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**JOB DESCRIPTION****Job title:** Assistant Manager**Work Location:** Kolkhe Village, Panvel.**Division/Department:** Marketing & Sales.**Reports to:** Head of Department / Executive Director.**Related Products/Services:**

Pumps &amp; Systems, DG Sets &amp; Systems, OWC, Engines, Electric Motors, Valves, Transformers, Transformer Oil, Spares, Service, Etc.

☒ **Full-time**☐ **Part-time****Essential Duties and Responsibilities:**

1. Selection of pumps and Gensets as per client requirement and submitting the Offer.
2. Orders follow up and Order Finalization.
3. Negotiation of Techno commercial Offer with Customers / Prospects / Clients.
4. New product Follow Up on Regular Basis.
5. Follow up with price regarding execution of order.
6. Giving Quotations (Technical & Commercial Offers to Customers).
7. Payment Follow up with the Customers.
8. Representing Company at State Level/District Level.
9. Preparation of weekly/monthly sales analysis.
10. Maintain coordination among the team members.

- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures
- Should be honest, dedicated, and trustworthy and should be sustainable to long term commitment to work with the Company.

**Education and/or Work Experience Requirements:**

Education:

1. Diploma / Graduation / Post Graduation (Marketing/Technical)

Experience:

1. 5 - 7 Years of experience, preferably in Marketing / Sales.

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel, PowerPoint Presentation and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required

**Physical Requirements:**

1. Outdoor Duty.
  2. Regular follow up with the Customers.
  3. Enquiry Generation for our products.
  4. Giving necessary On-field services to the customers.
- Ability to safely and successfully perform the essential job functions consistent including meeting qualitative and/or quantitative productivity standards.
  - Ability to maintain regular, punctual attendance consistent.
  - Language proficiency (English, Marathi, Hindi, etc.)

**Print Employee Name:****Employee signature:****Date:**