

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:** Junior Assistant (Vacancies - 3)**Work Location:** Fort, Mumbai.**Division/Department:** Marketing & Sales.**Reports to:** Head of the Department / Director.**Related Products/Services:**

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

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

1. Enquiry Generation.
 2. Submission & Preparation of Techno Commercial Offers.
 3. Negotiation of Techno Commercial Offers with clients.
 4. Orders follow up and Order Finalization.
 5. Payment & Collection follow up with the Customers.
- Perform related duties as assigned by supervisor/seniors.
 - Maintain compliance with all company policies and procedures
 - Should be honest, dedicated, 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. 1 - 2 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 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

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:**