



# W. R. T. SALES & SERVICES PVT. LTD.

Authorised Distributors For Kirloskar Products - Since 1928

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## JOB DESCRIPTION

<b>Job title:</b> Sales Executive (Vacancies – 2)
<b>Work Location:</b> Nagpur
<b>Division/Department:</b> Marketing
<b>Reports to:</b> Branch Manager
<b>Related Products/Services:</b> Pumps & Systems, DG Sets & Systems, OWC, Engines, Electric Motors, Valves, Transformers, Transformer Oil, Spares, Service, Etc.
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>
<b>Essential Duties and Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Quotation Making.</li> <li>2. Regular visits to the customer.</li> <li>3. Enquiry Generation.</li> <li>4. Offer follow up and closing the Offer.</li> <li>5. Order Follow Up On Regular Basis.</li> <li>6. Workshop Visiting.</li> </ol> <ul style="list-style-type: none"> <li>• Perform related duties as assigned by supervisor and should be hardworking and punctual.</li> <li>• Maintain compliance with all company policies and procedures</li> <li>• Should be honest, dedicated, and trustworthy and should be sustainable to long term commitment to work with the Company.</li> </ul>
<b>Education and/or Work Experience Requirements:</b> <p>Education:</p> <ol style="list-style-type: none"> <li>1. Diploma/Graduation</li> </ol> <p>Experience:</p> <ol style="list-style-type: none"> <li>1. 1 to 3 Years of experience, preferably in Marketing / Sales.</li> </ol> <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers</li> <li>• Excellent computer proficiency (MS Office – Word, Excel and Outlook)</li> <li>• Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service</li> <li>• Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices</li> <li>• High school diploma or GED required</li> </ul>
<b>Physical Requirements:</b> <ol style="list-style-type: none"> <li>1. Outdoor Duty.</li> <li>2. Regular follow up with the Customers.</li> <li>3. Giving necessary On-field services to the customers.</li> <li>4. Should be able to travel to the assigned territory.</li> </ol> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ability to safely and successfully perform the essential job functions consistent including meeting qualitative and/or quantitative productivity standards.</li> <li><input type="checkbox"/> Ability to maintain regular, punctual attendance consistent.</li> <li><input type="checkbox"/> Language proficiency (English, Marathi, Hindi, etc.)</li> <li><input type="checkbox"/> Self-owned two wheeler will be preferred / On-Duty fuel expenses can be reimbursed.</li> </ul>
<b>Print Employee Name:</b>
<b>Employee signature:</b> _____ <b>Date:</b> _____