

SWADESHI AND QUALITY

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: Senior Assistant (Vacancies – 2)
Work Location: Kolkhe Village, Panvel.
Division/Department: Marketing & Sales.
Reports to: Head Of Department / Executive Director.
Related Products/Services: Pumps & Systems, DG Sets & Systems, OWC, Engines, Electric Motors, Valves, Transformers, Transformer Oil, Spares, Service, Etc.
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Essential Duties and Responsibilities: <ol style="list-style-type: none">1. Enquiry Generation.1. Submission & Preparation of Techno Commercial Offers.2. Negotiation of Techno Commercial Offers with Clients.3. Orders follow up and Order Finalization.4. Giving Quotations (Technical & Commercial Offers to Customers).5. Payment & Collection follow up with the Customers.6. Weekly Quotations/ Sales Report. <ul style="list-style-type: none">• Perform related duties as assigned by supervisor• Maintain compliance with all company policies and procedures• Good Team Working Qualities.• Should have leadership Qualities.• 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: <p>Education:</p> <ol style="list-style-type: none">1. Diploma/Graduation <p>Experience:</p> <ol style="list-style-type: none">1. 2 to 4 Years of experience, preferably in Marketing / Sales. <ul style="list-style-type: none">• 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:**