

Job Description

Business Executive

PURPOSE OF THE POSITION

This position is responsible for achieving revenue targets of company along with managing excellent customer relation

SCOPE

This position reports to Operation Head and Chairman of the company. Efficiency and effectiveness of the role at these positions directly contributes to growth of the company.

RESPONSIBILITIES:

Major Responsibilities for the position as below but not limited to:

1. Lead Generation:
To create a pipeline of leads for by sales calls and marketing
a) Training b) Setting-up training center and c) Sponsors for training.
2. Proposal Preparation:
Preparation and finalization of content
Preparation and finalization of costing
Preparation and finalization of proposal with required terms
Presentation of proposal to client
3. Placement of Trained candidates
Identifying the companies majorly looking for welders
Presenting companies offer of providing trained welders
Co-ordination for interviews and offers
Keeping 3 months track of recruited welders
4. Target achievement:
Planning for achieving the target decided
Monitoring performance against said target
Achieving the targets

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

1. Different welding technologies
2. Sales planning and execution.
3. Major Industries relevant to companies services and products.
4. Proposal making and general terms of proposals.
5. Different government departments important for companies services
6. NGO and bodies which will be interested in companies services.

Skills

The incumbent must demonstrate the following skills:

- 1) Excellent interpersonal skills
- 2) Effective communications skills
- 3) Effective presentation skills
- 4) Time management skills
- 5) Analytical and problem solving skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties. The incumbent must also demonstrate the following personal attributes:

- 1) Be honest
- 2) Trustworthy
- 3) Be Respectful
- 4) Be Flexible
- 5) Demonstrate sound work ethics

The incumbent would normally attain the required knowledge and skills through training, reading and taking guidance from senior members of the company.

Qualification Experience and Salary Terms:

B.E. with minimum 2 years similar experience OR

Diploma (Mech) with 3 years with similar experience

Salary :

Rs.300000/- p.a. CTC.