

JOB DESCRIPTION

ROLE: Account Analyst Manager - Sales

SALARY AND BENEFITS: Negotiable

REPORTS TO: Sales Manager

LOCATION: Baroda, India

PRIMARY RESPONSIBILITIES:

- Monitoring Sales accounts and drop accounts should be report immediately.
- Product analyst and pushing right products with the help of telesales and team leaders.
- Hourly business numbers to monitor and as per requirement person needs to push sales.
- Maintain good rapo with customers so that person can attend any query calls.
- Person will be able to take commercial calls in regards with prices or customer.
- Publishing new schemes and offers to customers.
- Checking and updating the correct price lists.

SECONDARY RESPONSIBILITIES:

- Floor discipline.
- Person will be responsible for all floor activities.
- Responsibility of profitable business and overall sales.
- Ability to take initiative and complete tasks efficiently and accurately.
- Excellent communication Skills.
- Good people management.
- Enjoys working as part of a team.
- Good in relation building.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:

- Minimum 2years experience in same business.
- Person has to have in depth knowledge about Sales operations.
- Person should know how to talk with customers and solving all queries.
- Computer literacy must.
- Good hand on MS Office – Excel.
- Require selling and Up-selling skills.
- Require market & competitor's knowledge.
- Require RCA (Root Cause Analysis) and presentation skills.
- Require awareness on pricing and price list.
- Ability to work in a fast paced changing environment.
- Ability to work on own initiative and in a team.

***Cab services available for Female candidates (Pickup & Drop).**