

JOB DESCRIPTION

ROLE: Sales Trainer

SALARY AND BENEFITS: Upto Rs.24, 000/- per month

REPORTS TO: Sales Training Manager

LOCATION: Baroda, India

PRIMARY RESPONSIBILITIES:

- Identify training and development needs within the organisation through effective job analysis and regular consultation with business – Sales and HR team.
- To design, expand training and development programmes.
- Developing effective induction programmes.
- Providing entire product training, system training, process training to the trainee's (Practical Sales Part) and Existing staff as per sales requirement.
- Arranging mock calls from India sales site.
- Coordination with sales and buying team for new updates.
- Preparing various training reports.
- Preparing weekly, monthly performance report of trainee's and existing staff.
- Responsible to complete the training as per the module.
- Responsible to educate the trainee's, existing staff for live sales scenario's, floor management, people management and other management good practices.
- Responsible to control absenteeism in training team.
- Responsible to motivate trainee's and control attrition during the training period.
- Arranging call calibration, shadowing, live - recorded call listening activities from all reliable sources.
- Responsible for the allocation of trainee's upon finishing their training.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES:

- Any graduate with 2+ years of experience within the organisation in Sales.
- Strong English communication skills require verbal and written.
- Computer literacy must – Good hands on MS office, power point and Excel.
- Public presentation and speaking skills.
- Require listening and time management skills.
- Manage small as well large groups.
- Ability to work in a fast paced changing environment.
- Ability to work on own initiative and in a team.
- Ability to perform under pressure.
- Require problem solving skills.
- Awareness of management principles, human resource and customer services will be an added advantage.