

## **Terms of Reference for the position of Sales Executive, Toyota Vehicle Unit**

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|----------------------|-------------------------------|
| 1. Position title    | : Sales Executive             |
| 2. Position level    | : 15/O5                       |
| 3. Employment status | : Regular                     |
| 4. Education         | : Class 12 <sup>th</sup> Pass |

### **Duties and responsibilities**

- Improve revenue of the organization by maintaining good interpersonal relationship with B2B clients and walk-in customers.
- Keep the record of the payment of DIPP customers and follow up for the payment and report to manager for the payment status.
- Improve sale of product / services by provide the service to the clients and managing the channel partners.
- Understand the current markets and provide market trend information to managers
- Assist the Manager in Formulating sales and distribution strategies prior to the launch of the services.
- Maintain operational records and reports to project sales and determine profitability.
- Co-ordinate sales and distribution by establishing sales types (like Item types, Model, etc)
- Come up with new ways of enhancing relationship with the clients.
- To take responsibility for achieving sales and maintaining relationship with the clients.
- Represent company along with manager at trade association fairs to promote products/services.
- Assist the manager in assessing marketing potential of new and existing products, considering the demand and supply of the product.
- Collect feedbacks from clients and report to the manager for decision-making.
- Perform weekly stock count and provide report to the manager.
- Maintain sales record, which will help us in determining the number of sales made.

- Maintain stock record, which will help in determining dead stock, stock remaining etc.

**Note:**

*The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

