

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

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**

- Carrying on the sales process (Purchase and Sales) using the particular sales software (ERP and DBM system).
- Develop and maintain strong customer relationships and improve revenue of the organization by maintaining good interpersonal relationship with B2B clients and walk-in customers.
- Contacting customers and potential customers over calls, emails, and even in person.
- Negotiate and close sales deals.
- Identify new sales opportunities and potential clients.
- Handling and resolving customer queries and complaints.
- Prepare and deliver sales presentations to clients.
- Understand the current markets and keep up-to-date with market trends and competitor activities with your supervisor.
- 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.
- Collection, Reconciliation and settlement of customer payment timely with Finance Division.
- Represent company along with manager at trade association fairs to promote products/services.
- Maintain sales record, which will help us in determining the number of sales made.
- Maintain inventory record (vehicles) with tool box monthly.
- Receiving new vehicles from Principal Company after the completion of Department of Revenue and Customs procedure.
- Achieving daily, weekly and monthly sales targets.

**Sales Executive Requirements:**

- Excellent communication (both verbal and written) and interpersonal skills
- Skilled at negotiation and problem-solving.
- Strong understanding of sales principles and techniques.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).

**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.*

