

JOB DESCRIPTION

JOB TITLE: Engineer /Sr. Engineer – Business Development

DEPARTMENT: HMD Sales

REPORTING TO: AVP – Sales
(Role to which this role reports)

REPORTEES: **NIL**
(Roles reporting to this role)

SPAN OF CONTROL: **NIL**
(No. of associates reporting to this role)

JOB SUMMARY

(Brief about the existence of the position)

- Selling Building materials or Doors i.e., Hollow Metal Doors(HMD)/ Industrial doors (ID) and Glazed Doors. Aspirants who have worked in specification & technical sales of varied doors or similar line of activity would be preferred.
- Involves Business Development including Project selling in Industrial equipments/ building materials viz., Fire rated doors, UPVC doors & windows, Boards, Facades, Aluminium Composite Panels, Glass and Architectural glazing system, aluminum cladding, wires, cables, etc.
- To communicate with decision makers to bring profitable business to the organization.

KEY DUTIES & RESPONSIBILITIES

(Primary duties)

- Meet architects / consultants for product presentation and specification
- Generate enquiries & send for offer generation in prescribed format. Receive offer, check for correctness and forward to client.
- Follow up with client on submitted offers, negotiate and close the order in line with company policies.
- Check received orders for correctness; ask for amendments if any from client.
- To provide the correct data to coordination / technical team for receiving drawings if any. Take sign off from client on drawings and final offer made.
- Prepare Job cards, in line with offer / PO received and send to coordination along with Work order and all necessary documents.
- To collect payments / forms as per terms and conditions accepted. Provide clearance for dispatch.
- Inform services team on date of installation. Provide contact details for them to contact client. Similarly inform client the contact person for installation / service.
- Provide necessary reports and information as required by management from time to time.
- Develop new customers / area & manage existing customers
- Visit project site to get first hand feel of the site conditions
- Should be willing to manage product mix of residential, industrial & commercial doors.
- Provide necessary help and support to team members from other verticals.

ADDITIONAL RESPONSIBILITIES

(Apart from regular activities)

- Customer relations management and customer service for both Internal & external customers.

CAREER OPPORTUNITIES/ GROWTH

Asst Manager / Deputy Manager / Manager

FUNCTIONAL COMPETENCIES

(Key skills requires)

- Candidate must have 2 - 6 Yrs. selling experience i.e. Project selling in domain of Elevators / Industrial equipments/ building materials Viz.Fire rated doors, UPVC doors & windows, boards, Facades, Aluminium Composite Panels, Glass and Architectural glazing system, aluminium cladding, wires, cables, etc.
- Ability to work independently and get the business desired.
- Incumbent should be willing to travel extensively.
- Proficiency in MS office i.e. Word, PowerPoint and Excel.

BEHAVIOURAL COMPETENCIES

1. Sales Planning & Prospecting.
2. Team Player
3. Excellent Communication Skills (oral & written)
4. Negotiation Skills
5. Leadership Skills
6. Proactive with good interpersonal skills.
7. Initiative & Self driven
8. Integrity

AGE: Below 30 years

QUALIFICATION: Preferably an Engineering / Science Graduate

EXPERIENCE & INDUSTRY: (Total yrs of experience)

- Candidate must have 2 - 6 Yrs. Of selling experience i.e. Project selling in domain of Elevators / Industrial equipments/ building materials Viz.Fire rated doors, UPVC doors & windows, boards, Facades, Aluminium Composite Panels, Glass and Architectural glazing system, aluminium cladding, wires, cables, etc.'
- ***People with high energy level and positive attitude, shall be able to cover the market and communicate with decision makers to bring profitable business to the organisation.***
- ***Aspirant with knowledge in selling of Industrial Equipment, Material Handling products for industries and warehouses would be given preference.***

LOCATION OF WORK: AHMEDABAD,CHENNAI,DELHI,VIZAG

SALARY RANGE: 3 - 6 Lacs (CTC)