

### Job Description – Asst. Sales Manager

<b>Job Title</b>	Asst. Sales Manager	<b>Department</b>	Sales & Marketing
<b>Grade</b>	M1	<b>Location</b>	South Kerala
<b>Position Reports to (Administratively)</b>	Regional Sales Manager	<b>Position Reporting into you (Administratively)</b>	Sr. Sales Executive
<b>Position Reports to (Functionally)</b>	Regional Sales Manager	<b>Position Reporting into you (Functionally)</b>	Sales Executive

#### Purpose of the Job (Main Objective):

He/She should be able to Continually meeting or exceeding sales quotas. Supervising and guiding the sales team as well as providing incentives to motivate staff to achieve sales targets. Monitoring the performance of the sales team. He/She should demonstrate exceptional leadership skills and ensure that sales staff comply with company policies and guidelines. Ultimately, a top-performing assistant sales manager should be able to achieve excellent customer service at all times. Strong and likeable personality.

#### Deliverables / Key Responsibilities:

##### Primary Responsibilities

- Coordinate daily customer service operations (e.g., sales processes, orders and payments)
- Achieve the Sales target set for the period along with completion of the team.
- His other duties would involve revising the sales incurred and compare them with expected target and encourage the sales team to keep up the index records.
- Communicate with clients and evaluate their needs
- Analyze consumer behavior and adjust product positioning
- Handle complaints from customers
- Supervise and motivate Sales Executives to perform their best
- Prepare work schedules and see to it the schedules are met by the concerned executives.
- Monitor and make sure the reports being sent by executives on time
- Provides product, promotion, and pricing information by clarifying customer requests, selecting appropriate information, forwarding information, and answering questions
- Provides Sales Vs. Projection results by preparing and forwarding sales tracking reports
- Forwards samples by entering requests, arranging shipments, and notifying customers
- Tracks sales expenses by tracking, consolidating, analyzing, and summarizing expenses, and forwarding for reimbursement
- Prepares sales presentations by compiling data, and developing presentation formats and materials

**Secondary Responsibilities**

- Assist Regional Sales Manager in any activities or tasks being assigned.

**Specific Job Requirements:**

- Bachelor’s degree in marketing, business, or related field. Master’s degree a plus
- Willingness and ability to travel
- Effective communication skills.
- Exceptional customer service skills.
- Strong product management, multitasking, and decision-making skills
- Good math skills with the ability to create and analyze reports, spreadsheets and sales statistics
- Familiarity with financial and customer service principles
- Problem-solving attitude

**Key Competencies required:**

Knowledge / Technical Expertise
Communication
Teamwork
Customer Focus
Planning & organizing
Quality Consciousness

**Internal and External Co-ordination**

**Inside the Organization:**

Sr. No	Department	Purpose
1.	Other Departments	Co-ordination of work