

Date	March 01, 2025
Job Title	Executive
Reports to	Manager / Regional Manager

Job Description No.	JD/Sales/01
Department	Sales & Marketing
Job Level	Junior Management

Job Summary:

The Sales Executive visits customers daily, generates new enquiries, provides quotations, and coordinates dispatch schedules. The role monitors distributor performance and provides exceptional customer service to build a loyal customer base and achieve sales targets through effective communication and collaboration.

Key Responsibilities:

- Visit customers daily and Generate Sales leads from new & existing customers at the Designated territory allocated.
- Prepare and submit quotations responsible for negotiate pricing, payment terms, involves in technical queries with customers to secure Orders.
- Raises RFQ & involve in special pricing approvals for to achieving Sales Targets.
- Timely Follow up on New Leads
- Follow up on Purchase Orders and processing involving them to prepare OPR sheets preparations and following proper MOQ in stock order.
- Coordinate dispatch schedules, Coordinate with operations and logistics team for timely delivery of Products to customers.
- Coordinating with Finance department on payment process.
- Coordinating with Internal Sales team on Invoicing and delivery and billings.
- Coordinate with Inside sales on New Leads and on follow up activities pertained to sales activities.
- Maintain a record of customer visits and follow up on customer enquiries. Use of Sales Force CRM system.
- Provide regular reports on sales activities to the management
- Build and maintain strong relationships with customers and distributors
- Attend trade shows and exhibitions to promote the company's products and services
- Provide technical support to customers as required
- Distributors Monitoring with reference to Sales activities & Customers enquiries.
- On time reporting of the Sales Activity weekly or Monthly reports
- Upskill of Professional Development and enhance sales effectiveness [Product knowledge , Industry trends , Competitors & Market information]
- In our dynamic work environment, we value individuals who can adapt and excel in various tasks. As a member of THK India, you will have the opportunity to showcase your versatility as you occasionally take on additional responsibilities as directed by your superiors.

Requirements:

- Bachelor's Degree in Engineering (preferred Mechanical) mandatory.
- Fluent in English (speaking and writing) is required & Regional Language as per the allocated work location
- Sales & Marketing background with Good Communication skills
- Knowledge of MS Office and MS Excel is a must
- Must have a two-wheeler for daily field visits

- Experience in the Mechanical Industry is preferred
- Candidates with experience in Machine Tool / Capital Goods / Robotics & Automation / Application Engineer or Sales Engineering will be preferred