Job Purpose –He/She wil	Il ha raspansible for sale	s coordination with sal	os 8. tandar
department. He/she will			
Responsibilities:	 Preparation of Tenders & Procedures Coordinate with technical / design team for GTP / Prices Bidding and submission of Tenders E-tendering on E-portal / Gem Portal Drafting various letters as per requirements Entire coordination and follow-up with the Growth partner & clients Processing P.O Issuing Manufacturing instructions. Taking updates on manufacturing states. Preparing Inspection Call Preparing Dispatch Documents Preparation of final documents for payment. Payment follow-ups. Processing or preparation of any additional documents or 		
	 process as required by customers. Preparation of EMD and bank Guarantee Statement. Active involvement in coordinating the site supervisors and project in charge. 		
Requisite Skills:	 Good communication skills. Good written & Verbal communication Good Interpersonal Skills Good time management skills 		
Education:	Graduate in any discipline.		
Relevant Experience:	2 Yrs.		
CTC per annum:	Rs. 2.2 LPA to 3 LPA	Total Experience:	2-5 Yrs
Will travel?	As per requirement	Monthly Net Salary:	
Work time	Flexible	PF – Yes / No	Optional
Preferred Domain:	Sales & Marketing		
Reference Companies:	Wire & cable Industry, Manufacturing		
Gender:	Male/Female	Marital Status:	Single/married
Prepared By:	Ms. Aarti	Date	11/10/2021
Approved By:	Mr. Ankit Jindal		