

Job Purpose —He/She will be responsible for sales coordination with sales & tender department. He/she will be responsible to various works to support sales function.			
Responsibilities:	▪ Finding and selecting suitable tenders / Gem Tender from various sources ▪ 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		