

JOB PROFILE FOR SALES/MARKETING MANAGER

KEY RESPONSIBILITIES HELD:-

- Responsible for setting up appointments on daily basis through calling and meeting predefined set of customers on a regular basis.
- Identifying prospective clients, generating business from existing & new accounts to achieve consistent profitability.
- Interacting with the customers to gather their feedback regarding the products' utilities.
- Maintaining cordial relations with customers to sustain the profitability of the business.
- Attain 100% customer retention rate through solution focused and service oriented sales approach.
- Managing customer centric operations and ensuring customer satisfaction by achieving delivery timelines and service quality norms.
- Ensuring high quality services, resulting in customer delight and optimum resource utilization.
- Interfacing with clients for suggesting the most viable service / plan and cultivating relations with them for securing repeat business.
- Identify target markets and analyze current market trends.
- Dealing with the SMEs and corporate clients to address their promotional needs and thereby selling the most appropriate online promotional solutions.
- Servicing present clients and thereby ensuring client retention. Handling existing client inquires and acting as the face of the business.
- Preparing daily workloads & coordinating the daily allocation of work.
- Achieving weekly/monthly sales target.
- Ensuring timely delivery of services to clients through the team
- Involved in Marketing and Sales for new client acquisition.
- Handling three to four executives to achieve to their weekly target.
- Communicating with target customers and managing new client acquisition.
- Supporting the marketing team for achieving weekly targets.
- Reporting and coordinating with Branch Manager.
- Training the new members in the team and getting them productive quickly.
- Arranging & chairing weekly meetings, focusing on targets & achievements.
- To manage time and work flow and create effective client meeting plans.