

JOB DESCRIPTION

SALES OFFICER

Job Title: Sales Officer

Location: In Office (Delhi)

Salary: INR 25,000 per month (INR 3 Lakh per annum)

Job Summary:

The Sales Officer will play a key role in driving business growth by managing client relationships, providing budgetary quotations, and ensuring the seamless execution of consulting and certification projects. This role requires collaboration with internal teams and channel partners to deliver high-quality services and expand the company's reach.

Key Responsibilities:

- **Lead Management:** Initiate contact with leads, provide budgetary quotations, and close deals through effective communication and negotiation.
- **Channel Partner Development:** Engage with potential partners, fostering collaboration and ensuring regular business exchanges.
- **Project Coordination:** Oversee the smooth execution of projects from initiation to completion, ensuring quality and timely delivery.
- **Client Relationship Management:** Maintain and strengthen client relationships through regular updates, feedback, and support.

Qualifications:

- **Education:** MBA (Sales / Marketing)
- **Experience:** 0-5 years of B2B sales experience.
- **Skills:**
 - Excellent communication and negotiation skills.
 - Ability to work independently and manage multiple projects.

General Expectations:

- Maintain professional grooming and presentation.
- Uphold the company's commitment to quality and ethical standards.

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- Build and sustain strong professional relationships.
- Demonstrate eagerness to learn and contribute to the company's growth.

Application Procedure:

Fill Pre-Interview Google Form at <https://forms.gle/FQUGd5aKMed2wg628>