 Namakkal	<b>NTC Logistics India (P) Limited</b>		<b>Doc No.</b>	<b>HR020A</b>
	<b>Standard</b>	<b>Job Description for Sales Executive</b>	<b>Issue/Rev. No.</b>	<b>01/03</b>
	<b>9001:2008</b>		<b>Issue Date</b>	<b>02/04/16</b>
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**Experience: 2 to 4 years of experience in Sales**

**Educational Qualification: Any Bachelors or Masters Degree**

**Skillset:**


- **Business Development,**
- **Business Generation**
- **Active team member**
- **Preferred from Logistic and Transport Industry**

**Job Responsibilities:**

- **Visiting new customers on daily basis for the expansion of business**
- **Retaining the existing customers and deep selling to increase business share.**
- **Co-ordinating with Pricing and Customer for smooth Executions of shipments.**
- **Making plans and strategies for expanding customers.**
- **Follow up with customers for collection of payments.**
- **Updating customers for their shipments status with the help of sales coordinators and customer care department**
- **Making various reports i.e. Monthly Sales reports/ call planner / call reports.**

**Remuneration**

- **Fixed Salary based on the experience of the candidate**
- **Sales incentive as per the company**

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**Working Conditions**

- **Hours: Monday to Saturday**
- **Location: Chennai, Bangalore**

**Travel - Ability to travel as required by role**

**Probationary Period - 1 year**