



ROLE & REQUIREMENTS	
Position	Assistant Manager/ Executive- Sales and Marketing
Reporting To	Branch In Charge
Company Information	For further details kindly refer to our website www.tassgroup.com
Contact Person (HR)	jobs@tassgroup.com
Role Responsibilities:	
<ul style="list-style-type: none">• Responsible for developing and implementing sales management strategies and plans for promoting the sales.• Freight as per MRG set by the Sales Manager and Trade Manager.• Filing quotation & making bookings and regular follow up with customers.• In coordination with the management, setting up policies and procedures for Sales & Customer service division.• Achieving sales target set by the management.• Regular follow with the clients for continuous business transactions.• Developing new clients.• Market updation of competitors to Branch and Sales Manager.• Sales call updation on regular basis.• Keeping a tab on the seasonality of cargo.	
Qualification Required:	
Graduation/Post Graduation (MBA/MIB) with specialisation in Sales& Marketing	
Experience Required:	
2-5 Years' experience required.	
Skills / Competencies Required:	
<ul style="list-style-type: none">• Excellent oral and written skill in English and Hindi.• Exceptional analytical, planning and execution abilities.• Working knowledge of MS Office (i.e. Word, Excel, Power Point and Outlook) and E-mail.• Must be willing to travel extensively. Should possess valid driving license.• Should have the drive and self-motivation to keep up with the deadlines.• Should have excellent inter-personal skills.• Should have a positive approach and a vibrant personality• Must possess strong negotiation skills.	
Note: The above are as per current business requirements and can change in future as per need.	