



Job Code : VAC/SAL-TST/022015	
ROLE & REQUIREMENTS	
Position	Assistant Manager - Sales & Marketing
Reporting To	Branch Manager
Company Information	Please refer to our website www.tassgroup.com for details
Contact Person (HR)	(jobs@tassgroup.com)
Role Responsibilities:	
<ol style="list-style-type: none">1. Responsible for developing and implementing sales management strategies and plans for promoting the sales.2. Freight as per MRG set by the Sales Manager and Trade Manager.3. Filing quotation & making bookings and regular follow ups with customers.4. In coordination with the management, setting up policies and procedures for Sales & Customer service division.5. Achieving sales target set by the management.6. Regular follow with the clients for continuous business transactions.7. Developing new client's8. Market updation of competitors to Branch and Sales Manager.9. Sales call updation on regular basis.10. Keeping a tab on the seasonality of cargo.	
Qualification Required:	
Graduation/Post Graduation (MBA/MIB) with specialisation in Sales& Marketing.	
Experience Required:	
2-3 years' Experience in Shipping Industry	
Skills / Competencies Required:	
<ol style="list-style-type: none">1. Excellent oral & written communication skill in English, Tamil & Hindi.2. Ability to deal with frequent changes and ambiguity.3. Exceptional analytical, planning and execution abilities.4. Leadership & Team Building Skills.5. Market/Competition knowledge.6. Working knowledge of MS Office, i.e. Word, Excel, Power Point, Outlook and Mail.	
Note: The above are as per current business requirements and can change in future as per need.	