



Job Code : VAC/SAL/TLS - 0217	
ROLE & REQUIREMENTS	
Position	Executive - 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 targets.6. Regular follow with the clients for continuous business transactions.7. Developing new client base.8. Market updation of competitors to Branch/Sales Manager.9. Sales call updation on regular basis.10. Keeping a tab on the seasonality of cargo.	
Qualification Required:	
Graduation/Post Graduation	
Experience Required:	
3-5 years' Experience in Shipping/Logistics and Freight Forwarding Industry.	
Skills / Competencies Required:	
<ol style="list-style-type: none">1. Excellent oral & written communication skill in English/Local language.2. Ability to deal with frequent changes and ambiguity.3. Exceptional analytical, planning and execution abilities.4. Leadership & Team Building Skills.5. Extensive Market/Competition knowledge.6. Valid driving License.7. 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.	