

Job Profile

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| Designation: | Officer / Sr Officer | Department: | Sales & Marketing |
| Reporting to | Area Manager / Regional Manager | Sub-Function | Sales |
| Roles and Responsibilities: | | | |
| <p>Sales management</p> <ul style="list-style-type: none"> ● Execute all promotion activities as per plan ● Collect information related to Market intelligence and consumers feedback ● Understand and follow business processes on Returns management to minimizing loss of revenues ● Ensuring timely indents and coordinate for timely supply, with SCM team ● Participate in monthly meetings ● Provide regular MIS ● Effective training and utilization of Seasonal and Temp. staffs deployed for the business purpose <p>Schemes designing and implementation</p> <ul style="list-style-type: none"> ● Support in the process of market / customer Surveys ● Follow and strictly implement all SOPs <p>Collections management</p> <ul style="list-style-type: none"> ● ABS implementation and collections ● Follow-up and ensure collections as per credit policy <p>Channel Management</p> <ul style="list-style-type: none"> ● Support in the process of new channel partners identification ● Regular transactions and operations with existing channel partners ● Monitor stock transfers (supply planning & monitoring) ● Responsible for timely settlement of issues / resolutions wrt dealer / retailers transactions ● Obtain NODUEs from the channel, as per norms <p>Product management and Marketing</p> <ul style="list-style-type: none"> ● Execute and monitor FLDs as per plan, with coordination of Product Development teams ● Support in the Product launch processes ● Conduct Field level campaigns <p>People management</p> <ul style="list-style-type: none"> ● Maintain Quality of staffs recruitment (third party associates), ● Responsible for TPA assessments / counselling / motivation ● Responsible for TPA training / identification of skills for development ● Compliances, Licensing & Govt. affairs, Coordination for product Registrations ● Market complaints coordination with Quality dept. <p>Others</p> <ul style="list-style-type: none"> ● Laisoning with Government officials, Statute and Legal compliances ● Compliance to audit norms and addressing timely resolution of queries ● MIS ● Use of all NSL Saathi, Retailer Apps and other IT apps by S&M staff and ensuring compliance to all actions delivered through the app. ● Market complaints coordination with Quality dept. ● Follow all business policies and execute without gaps ● Follow all Safety norms | | | |