

**Job Description****TITLE Sales Executive/Asst. Sales Manager**

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| <b>ROLE</b>                  | To promote our experiential learning program in technology and innovation to high schools – their leadership, parents, students etc. - and achieve revenue and cash targets every month and year.  |
| <b>REPORTING</b>             | The incumbent shall report to the Sales Director at FICE. The incumbent shall also actively work with the client team(s) answering queries, offering advice and introducing new products.  |
| <b>RESPONSIBILITIES</b>      | <p>The incumbent will be responsible for the following:</p> <ul style="list-style-type: none"><li>• Acquisition of new business, management of collections and maintenance of accurate records</li><li>• Management of the sales pipeline</li><li>• Development of proposals suited to client needs with the support of supervisors and support groups.</li><li>• Management of the complete sales cycle:<ul style="list-style-type: none"><li>• Lead generation (top CBSE/ICSE schools, international schools etc)</li><li>• Creation of sales opportunities by interacting with school leadership as well as influential students, teachers and parents.</li><li>• Negotiation and closing deals</li><li>• Collection of money on behalf of the organization</li><li>• Relationship management on an ongoing basis to maximize client retention.</li></ul></li><li>• Feedback management – gathering, collation and dissemination of customer feedback received from schools; from participants at exhibitions, sales conferences, workshops and launch events; and, therefore working with the technical team to enhance product relevance.</li><li>• Accurate forecast management covering revenue, cash and sales pipeline</li><li>• Delivery of consistent month on month revenue growth from new and repeat customers, constantly exceeding sales targets.</li><li>• Reporting and providing feedback on channel progress</li><li>• Achievement of monthly and annual targets</li></ul> |
| <b>LOCATION &amp; TRAVEL</b> | The position is based in Bangalore. Since this is a regional role, it will involve significant travel on an ongoing basis.   |

*QUALIFICATIONS*

- Minimum bachelor's degree in science, engineering, electronics, IT, computer applications.
- Preferred: MBA from a good institution
- 2-4 years of experience of working with top rated CBSE/ICSE schools and with international/world schools.

*SKILLS &  
ATTRIBUTES*

Required skills:

- Excellent communication skills covering written & spoken English
- Presentation and conversation skills
- Strategic thinking
- Sales and negotiation skills
- Customer relationship management skills

Required attributes:

- Smart and presentable to all kinds of audiences
- Patient, diligent, confident and mature
- Team player
- Love for technology and its possibilities
- Ethical with highest levels of integrity