|  |
| --- |
| **Assistant Manager (Sales)** |
| **Job Title** | Assistant Manager (Sales) |
| **Job Objective**Ensure proper sales records are maintained. Maintain record of the sales |
| **Primary Responsibility: Non-Trade Sales** |
| * Billing as per the order booking
* Provide daily reports of cement sales
* Preparing dispatch schedule (quantity, time and destination) for both export and domestic market
* Ensuring timely receivables
* Maintain record of receivables/ credit report of dealers
* Timely billing & timely updating of all records in SAP system
* To ensure targets for sales, realization and collection are met
* Coordinate with dealers
* Ensure customer satisfaction
* Ensure the proper dispatch of cement as per requirement
* Preparing dispatch schedule (quantity, time and destination)
* Ensuring timely receivables
* Resolving dealer conflicts
* Ensure pricing uniformity
 |

|  |  |
| --- | --- |
| **Performance Indicators** | * Sales targets
* Collection of receivables
* Developing new customers/ markets
* Timely submission of visit report
 |

|  |  |
| --- | --- |
| **Organizational Relationship** | Upward : Head of the Department, Division & SectionDownward: Sales Division StaffsFunctional liaison: Production, Quality, Finance, dealers and external parties |
| **Desired qualification** | BBA/B.Com |