

<b>Name: Job Title</b>	<b>Designation: Branch Manager</b>
<b>Place: AHMEDABAD/DELHI</b>	<b>Vacancy: 2</b>
<b>Department: Sales/Administration</b>	<b>Reporting To: General Manager Sales/Director</b>

#### **ACCOUNTABILITY:-**

- + Responsible for overall Administration of Branch
- + Ensure infrastructure maintenance of branch level
- + Responsible for Market survey and Lead generation.
- + Forwarding the same lead to Area sales Manager of particular Vertical as per city.
- + Follow up on new leads, grow accounts, identify & create new business opportunities (NBOs), and close NBOs to a sale. Provides or arranges technical support for distributors
- + Analyze and maintain regional sales data and when appropriate, assigned vertical industry information.
- + Responsible for continuous coordination for quotation as well as payment, order dispatch.
- + Responsible for Order closure along with ASM.
- + Responsible for Branch target and recovery target.
- + Taking care of Reports of Sales engineers can come on time and verify the same with Visit plan.
- + Verifying the reports of engineer whether it's fruitful, adequate and efficient.
- + Approve the expense of Engineer and forward it to HO.
- + Join visit with engineers as well as ASM for new generation, Collection.
- + Responsible for timely deposits
- + Expense management of Branch also send reports to HO
- + Manage product sample of each and every brand for display area.
- + Organize monthly, Quarterly, performance report withy ASM,SE, and general Manager.
- + Organize client meeting at the time of monthly review.
- + Responsible for customer complaint at branch level and maintain good rapport with them.
- + Participate in the marketing activity like Exhibition, shows , seminar
- + Organize joint visit with Parent companies for customer query resolution and also to have touch.
- + Responsible for after Sales and before sales call as per VOM (Vertical Operation Manager).
- + Prepare activity log of each and every person at branch level

#### **QUALIFICATION**

#### **Education & Experience**

- Minimum of 10 + years of successful full-cycle sales experience selling a technical product line, preferably industrial automation products or Mechanical products

✚ ●Bachelor's degree in Engineering or a related technical field strongly preferred or equivalent relevant work experience. Working knowledge of Automation/ Mechanical, electronic and electrical engineering concepts and terms.

●Proven strong background of direct selling to customers and managing dealer/distributor relationship.

●Key industry contacts / relationships within assigned region and industry markets. Strong written, negotiation, and oral communication capabilities, including major presentations to high level internal/external contacts.

●Strong sales discipline and negotiation capabilities; strong interpersonal relationship building skills.

●Working knowledge of Microsoft Office Suite with a strong knowledge of Excel, PowerPoint, Word and Outlook.

●Strong project management skills.

●Capable of managing a large territory and knowledgeable of assigned region.

**Competencies:**

**Highly self motivated and entrepreneurial●**

(proactively improves customer relations, responsive, identifies needs, and monitors satisfaction).

**Customer focused●**

(clear vision, sense of urgency, effective prioritization and adjustment of activities, effective time management,

**Change orientation●**

(high level of proactive communication both written and oral, builds networks, collects and shares

**Communication and collaboration●**

wisdom through training and experience.

(Decisive, focused, and proactive drive for execution, raises the bar, independently implements solutions

**Passion●**

(innovative approach to complex business challenges).

**Thinking Strategic**

**Communications:**

Internal: Director, Product Managers, Customer Service, Technical Support, Field Application Engineer, AR Dept.

External: Customers, Dealers/Distributors

High level of persuasion