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| **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 | |

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

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