

Team	Sales Support
Role	Manager
Work Location	Nasik
Reports To	Director
Business Unit	DI
Job Code	SS-DI
Responsibilities	Punching Sales Order
	Preparing Quotation
	Enquiry Logging
	Maintain Database
	Client handling
	Preparing invoice, handling logistics, ensuring ontime delivery of materials to client locations
	Meet set targets
	Generate & submit MIS reports
Important Note	The responsibilities as indicated herein are not restricted to the above only. It gets enlarged along with upgrading on skills, need of the hour & business requirement
Experience Level	8 - 10 years
Preferred Age Group	30 - 40 years
Gender Preference	No
Academics	MBA-Mktg desirable
Salary Range	Open to negotiate
Incentive	No
Travel requirement	Less