

## JOB DESCRIPTION

Employee	
Position	Sales Executive
Reports to	Country Manager
Overall Objective	Increasing volumes through active field sales

### SCOPE

- ✚ Developing New Business and maintaining the existing customers in the portfolio.
- ✚ Focus on developing relationship with strategic customers
- ✚ Focus on developing Strategic Trade Lane fixed by the Management.
- ✚ To play an active part in development of specific tradelanes.
- ✚ Achieve and Exceed the Individual Budget and KPI's
- ✚ Generating Sales leads to overseas and other Branches.
- ✚ Reporting Sales Activities in CRM and to Sales Manager on daily basis.
- ✚ Any other task assigned by the Management.

### DETAILED DESCRIPTION

Key activities	
Sales Activities	<ul style="list-style-type: none"> <li>▪ Generate new business from target customers through sales visit.</li> <li>▪ Build and develop strong relationship with customers.</li> <li>▪ Focus on medium and large size customers and corporate customers.</li> <li>▪ Utilize sales co-ordinator / Support for fixing meeting and other supporting activities.</li> <li>▪ Maintaining and retaining all existing customer and focus on other business which are not handled by us.</li> <li>▪ Penetrate Deep Sales opportunity from nominated customers.</li> <li>▪ Generate business from sales lead received from other branches and overseas offices.</li> <li>▪ Updating sales report in CRM on daily basis and reporting to Sales Manager on the outcome of sales calls.</li> <li>▪ Generate new opportunity and quote the rate proposal for the enquiries.</li> <li>▪ Maintain a quote register and keep a copy in common folder.</li> <li>▪ Continue follow up with customers on rates quoted, negotiate and secure the business.</li> <li>▪ Prepare SOP and hand over the complete information to operations, customer service for handling customer and upload a complete set in common folder.</li> <li>▪ Set up credit facility for customer when required and obtain necessary approval from HO following the process.</li> <li>▪ Obtain sales lead from customer, operation staffs, trade fair visit and other sources and generate lead to overseas offices.</li> <li>▪ Responsible for collection of outstanding from Sales owners customer.</li> <li>▪ To work with team on combined focus towards product and trade lane development.</li> <li>▪ Any other relevant job assigned time to time.</li> </ul>
Relationship Development	<ul style="list-style-type: none"> <li>▪ Meeting customers and their colleagues in other department and develop good relationship.</li> <li>▪ Development of Interpersonal relationship among other departments staffs like operations, customer service, Key Accounts and Finance staffs.</li> <li>▪ Keeping regular contacts with sales in other branches exchanging information on each others success, sharing information on customers having presence in multiple location and using the synergies for better development.</li> </ul>

## SKILL SETS & QUALIFICATIONS

Key capabilities	<p><b><u>Skills/Knowledge</u></b></p> <ul style="list-style-type: none"> <li>▪ Must have fair overview knowledge on product and services offered.</li> <li>▪ Smart in selling and committed to the job.</li> <li>▪ Familiar with buy rates, pricing policies, routing, carrier services and frequencies.</li> <li>▪ Must be familiar with geographical knowledge on global countries.</li> <li>▪ Strong enough to face the resistance, able to take pressure and handle customer during crises.</li> </ul> <p><b><u>Competencies</u></b></p> <ul style="list-style-type: none"> <li>▪ Good English Communication Skills</li> <li>▪ High competency in Computer knowledge.</li> <li>▪ Open minded and outgoing personality with good etiquette.</li> </ul>
Expected years of experience	<ul style="list-style-type: none"> <li>▪ Minimum working experience of 2 - 3 Years in Sales in the field of Freight Forwarding.</li> </ul>
Educational Qualifications	<ul style="list-style-type: none"> <li>▪ Minimum Graduate in any Discipline from reputed University.</li> <li>▪ Master Degree in Management will be added value.</li> </ul>