

JOB DESCRIPTION

URGENTLY REQUIRED GRADUATES FOR (SALES EXECUTIVE) FOR OFFICE & EDUCATIONAL ITEMS

We require a sales executive who will market our products to various office & educational sectors, and also will find new dealers, distributors of our products, will assist in successful launch of new products and to promote them in every way. He also should negotiate with customers, dealers; prepare quotation, arrange for raising bills, delivery challans, and should regularly follow up customers for payment and new orders, in short should handle all sort of business development, sales, marketing works.

Preferred qualification: Preferably experienced commerce, management, economics or science Graduates/Masters like BCOM, BBA, BA, MCOM, BSc, MSc etc. Freshers can also apply. The candidate should be hard working, should have a zeal and be enthusiastic in working as sales executive cum business development executive.

- Should be fluent in Hindi, English, Bengali
- Should have a pleasant personality
Should know basic computer functions like MS OFFICE, Internet, Email
- Preferably should have basic idea about various indirect taxes like Central sales tax, VAT etc
Should be willing to travel specifically within West Bengal and also in other states of India
- Preferably Should know two wheeler driving and have a valid driving license for the same.
Preferably Should own a two wheeler

Remuneration: The candidate will be compensated adequately. He shall be given a fixed salary and a good percentage on turnover achieved. The commission on turnover will be relatively higher as compared to other organization

- **Basic salary:** Rs 3000-5000 with Five-Eight times sales target minimum of basic salary and above target 1-5% commission on turnover achieved.
- **Other Allowances:** Extra
- **Commission on Turnover achieved:** Extra ranging from 1-5%

For example if basic salary is Rs 5000/- the minimum monthly sales target is (say six times) means Rs 30,000/-

But if you have achieved sales of Rs 1,00,000/- then $(1,00,000 - 30,000) = Rs 70,000 * 5%$ will be you commission extra above basic salary

The percentage of commission varies between 1-5% depending on type of customer like for sales to dealers commission will be 1% and sales to direct customer commission will be 5%

Please send your CV at: [careers\[at\]nechams.com](mailto:careers[at]nechams.com)

Location of job: NECHAM'S & CO. Branch office integrated with factory located at: Kona Express NATIONAL HIGHWAY - 117, near Santragachhi rail station & santragachhi bus stop, opp. of KOLKATA INTERNATIONAL LOGISTICS CITY

To know about our organization please visit: www.nechams.com and have an idea about our products and services