****

|  |
| --- |
| **JOB OPPORTUNITY** |

|  |  |
| --- | --- |
| **INTERNAL SALES EXECUTIVE** | |
| Region | DBN |
| Department | Sales |

|  |
| --- |
| **KEY PERFORMANCE AREAS** |
| * Prospecting for new customers, new industry groups, to establish an introduction for the company * Take the introduction to the next level of meeting (for external sales) and quoting * Procurement of rates from Shipping Lines * Follow-up with the client to ensure that the business materializes * Support the External Sales team with handling rate requests and quotations * Update the service patterns of various Lines; send through appropriate enquiries to the Lines to source good rates * Client visits as and when required with the Branch Manager or External Sales * Reporting on Weekly Tele-Sales Calls * Bound by process related targets on number of client contacts daily and reporting * Identify any new opportunities and inform Management to participate * Be an integral part of the New Business Team and be instrumental in achieving the New Customer wins |
| **QUALIFICATIONS AND EXPERIENCE** |
| **Requirements**  - MS Office Suite  - Shipping experience  - Sales Experience  - Knowledge in AFSYS |
| **PERSONAL ATTRIBUTES** |
| Attention to detail  Able to show self-initiative  Good written and oral communication skills  Good telephone manner  Analytical Skills  Honest  Able to keep information private and confidential  Must work well under pressure  Excellent people and customer services skills |