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| **JOB OPPORTUNITY**  |

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

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| **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
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| **QUALIFICATIONS AND EXPERIENCE** |
| **Requirements**- MS Office Suite- Shipping experience- Sales Experience- Knowledge in AFSYS |
| **PERSONAL ATTRIBUTES** |
| Attention to detailAble to show self-initiativeGood written and oral communication skillsGood telephone mannerAnalytical SkillsHonestAble to keep information private and confidentialMust work well under pressureExcellent people and customer services skills |