



**BUREAU  
VERITAS**

## JOB DESCRIPTION FORM

**Job Title:** Senior Sales Executive / Assistant Sales Manager

**Entity:** Bureau Veritas India Pvt Ltd, INDIA (BVIL)

**Location:** Kochi & Chennai

**Reports to (job):** Manager - B&I / Regional Sales Manager

### ➤ Purpose of Position

- Business Development for Building & Infrastructure Business line for all Product Line.
- The position performs in line with the Bureau Veritas Quality Assurance System, including the BV Code of Ethics and the BV Group policy.

### ➤ Major Responsibilities

- Business Development for all product portfolio for Construction & In-service Verification Business Lines – (Products – EIA, Geotech, Design Review, QA/QC, NDT-RR. HSE Audits & Training)
- Recognizing the prospective clients in the region, and create a data base.
- Early identification and follow up of major projects, opportunities & tenders.
- Identification, preparation and submission of pre-qualification, expression of interest, offers & tenders.
- Visiting prospective clients to present BV services and to identify the client need as an opportunity to BV, follow up actions and keeping the respective division heads in communication loop.
- Efficient in using the marketing tools such as presentation material, company profile, service sheets, reference list, completion/appreciation letters, etc.
- Keeping in touch with the various publicity activities in the region such as exhibitions, seminars, conferences etc. and explore the possibility of showcasing the organization and services.
- Interacting with the Product Managers & BD managers of other regions for mutual exchange of expertise, work, common clients and other references.

### ➤ Qualification and Experience

- Civil Engineer with 5 to 8 years relevant experience.

### ➤ Skills & Qualities:

- Excellent interpersonal skills & Good personal hygiene.
- Should have good computer & analytical skills
- Good communication Skills