



**BUREAU
VERITAS**

JOB DESCRIPTION FORM

Job Title: Assistant Manager – Sales & Marketing

Entity: Bureau Veritas India Pvt. Ltd

Location: Kolkata & Chennai

Reports to (job): Regional Marketing Manager

➤ Purpose of Position

- The job incumbent is responsible for sales & marketing of all Certification (CER) products & large contracts area / region.
- 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

- New sales in QHSE & other CER products
- Co-ordinate with Sales Manager of their respective regions for follow up on leads, proposals issued contracts etc.
- Prepare Contract review based on filled-in application received from the client
- Collating data from CRM tool "ARAMIS" & analyse data for leads, repeat orders etc.
- Demonstrate an awareness of the certification product range offered by the offices of the respective countries.
- Demonstrate an understanding of the generic sales process for certification products in BMS
- BVC's specific conditions of certification services.
- Networking with consultants

➤ Qualification and Experience

- Any / Engineering Graduate
- An MBA in Marketing will be an added advantage
- 7 years of experience in the field of sales & marketing.

➤ Skills & Qualities:

- Should have a pleasing personality
- Excellent Communication Skills
- Positive attitude
- Leadership Skills
- Should be able to manage a team under him
- Excellent interpersonal skills