



**BUREAU
VERITAS**

JOB DESCRIPTION FORM

Job Title : Senior Sales Executive - Food

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

Location : Kochi

Reports to (job) : Functionally to Sales Manager (Food Service Line) & Administratively to Area Manager.

➤ **Purpose of Position**

- The job incumbent is responsible to manage all sales enquiries.
- 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**

- Report to the Manager – Sales & Marketing (Food Service Line)
- To manage the receipt, handling, and escalation of all sales enquiries
- To follow up sales activities with clients & potential clients
- Preparation of Quotes, dispatch of quotes to agreed timescales
- To chase outstanding quotes to agreed timescales
- Other tasks as required.

➤ **Qualification and Experience**

- Graduate or Post Graduate preferably in Science
- 5+ years' experience in Food TIC sales & marketing.

➤ **Skills & Qualities:**

- Should have a pleasing personality
- Good communication and presentation skills.
- Leadership qualities.