



**BUREAU
VERITAS**

JOB DESCRIPTION FORM

Job Title : Sales Executive - Lab
Entity : Bureau Veritas India Pvt Ltd , INDIA (BVIL)
Location : Chennai
Reports to (job) : General Manager - Sales & Marketing

➤ Purpose of Position

- Supporting Business Development for CTC Business line. He/She shall prepare offers and tenders for the key accounts, large offers & tenders.
- 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)
- Tender Register and entry for new inquiries, bid opening details & contract booking.
- Preparing synopsis, project description & offer self review of tenders/large proposals.
- Documentation & Preparation of tenders/offers.
- EMD, Tender Fee, Solvency & PBG request to Managers.
- Preparing Contract acknowledgement & ensure its ZIG opening.
- Regret Letters
- Tender/Offers/Correspondence letters dispatch & tracking for courier.
- Co-ordinate with other area offices.
- Keep track of bids/offers submitted till its final outcome.
- Offers/Contract Reviews format, Aramis format & ZIG No. opening. Keep track of EMD's submitted & follow up for its release.



➤ Qualification and Experience

- Any Graduate with 1 - 5 years relevant experience.

➤ Skills & Qualities:

- Should be a 'Go to Market' attitude personnel with ability to connect people, client contacts at higher level & should be able to convert contacts into business.
- Excellent interpersonal skills & Good Personal Hygiene.
- Should have good selling skills.
- Should have a pleasing personality
- Good communication and presentation skills.