



**BUREAU  
VERITAS**

## JOB DESCRIPTION FORM

**Job Title** : Sales Executive/Senior Executive (CER)

**Entity** : Bureau Veritas India Pvt. Ltd

**Location** : Bengaluru/Vizag

**Reports to (job)** : Regional Sales Manager

### ➤ Purpose of Position

- The job incumbent is responsible for Sales & Marketing of all Certification (CER) products, mainly Quality, Health, Safety & Environment (QHSE) CER products in the 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

- 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 the ability to identify the significant aspects of a client's processes & organization in order to develop a quote
- Demonstrate an understanding of the certification cycle process (initial audit, main audit, surveillance audits, recertification, transfer audit, extension/ reduction of scope/sites)
- Demonstrate an awareness of key BVC systems and tools
- Prepare Contract review based on filled-in application received from the client

### ➤ Sales

- New sales in QHSE & other CER products
- Making reports for the area / region.
- Recertification Sales
- Training Sales
- Sales of new products
- ARAMIS filling in, in a timely manner – meetings, leads, opportunities, proposals issued, contracts won etc.
- ARAMIS Integrity – Marking proposals as Must – Wins, Large Contracts, Won and Lost etc.
- Networking with consultants.

### ➤ Qualification and Experience

- Any / Engineering Graduate
- MBA (Marketing) will be an added advantage.
- More than 2 yrs. exp. in sales & marketing, preferably from Certification Body

### ➤ Skill and Qualities

- Should be a 'Go to Market' attitude personnel
- Should have a pleasing personality
- Good communication and presentation skills.
- Good excel skills
- Positive attitude
- Good data analysis
- Good interpersonal skills