



**BUREAU
VERITAS**

JOB DESCRIPTION FORM

Job Title : **Senior Sales Executive - Food**

Entity : Bhagavathi Ana Labs Pvt Ltd

Location : Hyderabad

Reports to (job) : Regional Sales Manager

➤ Purpose of Position

- The job incumbent is responsible to manage all sales enquiries related to Food testing Lab
- 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

- To manage the receipt, handling, and escalation of all sales enquiries
- To create and implement a Marketing and PR strategy
- To identify and co-ordinate market information
- To follow up sales activities with clients & potential clients
- To monitor company sales KPIs and sales performance
- To credit check all potential new clients prior to completion of a quote
- To liaise with the sales team to capture all necessary information for quotes and to manage the dispatch of quotes to agreed timescales
- **To chase outstanding quotes to agreed timescales**
- Actively encourage the development of the Assistant
- Other tasks as required.

➤ Qualification and Experience

- Science Post Graduate with minimum 5-10 years' experience in Sales and marketing (Lab/FMCG)

➤ Skills & 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
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