JOB PROFILE: Executive – Business Development Executive

1) **Designation** : Business Development Executive **/**Sales Counsellor/ Tele Caller
Reports to : HOD/ Assistant General Manager/Sr. Manager
Main functional areas

1. **Sales & Marketing :**
   - To capture all leads on CRM and ensure that there is a robust lead funnel recording being done , CRM utility and SOP adherence
   - Ensure all leads are contacted within the defined CRM Standard Operating Procedures (SOP) with Nil failures
   - Having complete knowledge of product(All Assigned Training Courses)
   - Tele calling Out Bound & IN Bound Data, Follow-up Calls.
   - Keep data easy retrievable with accuracy as per business requirements.
   - Track your monthly performance and in case of discrepancies immediate corrective course of actions should be taken.
   - Provide all relevant information to the customer in a time-bound manner.
   - Follow and promote Social Media Posts of Organizations.
   - Create Brand Awareness by actively participation/keep oneself engaging in mode of awareness such as What Sapp Group creations, participations in business events, relevant socio-business gatherings etc.

2. **Processes:**
   - Adhering organizational processes
   - Providing support for strengthening systems & processes
   - Documentation, Data Management , Operations support
   - Data Security , Safety/security of individuals as well as the organization's property
   - Any other duties as and when assigned by the organization from time to time

Key Result Areas (KRAs):

- Overall Increase in Admissions & Revenue for assigned Program
- Optimal Support & Data Management
- Customer satisfaction & engagement.
- Achieve Target assigned by Management

Skills Required:

- Self-Motivated , Enthusiastic
- Good regional communication skills
- Ready to work any time , focused
- Positive Learning attitude
- Soft Skills & Business Etiquette.

Eligibility Criteria:

- Any Graduate (Agriculture Preferred)
- Fresher / 6 months Experience preferred