



Registered as Pratijnya Foundation under section 8 of Companies Act, 2013
Reg. no: AALCP8268MF20214 | PAN: AALCP8268M | Darpan ID: MH/2021/0279966

Unique Job Role : Sales Executive

Position : Sales Executive

Department : Sales

Reports to : Team Leader

1. JOB ROLE:

Sales executives may work in more specialised areas, such as only working one-on-one with large donors or only working in planning and coordinating events meant to raise money.

Because of the people-focused aspect of a Sales job, they need to be fantastic communicators and have the ability to grasp what's important to potential customers so the customers can successfully communicate to them the benefit of sales.

Because of this, majors in journalism, communications and related areas may be helpful, though they don't necessarily have to be listed as required in a sale job description.

2. JOB DESCRIPTION:

Candidates must have 0-2 years experience in Sales Marketing. Develop a sales strategy that includes yearly targets to meet costs to the current and future programmers; Regularly meet or surpass Sales targets. Maintain complete, orderly records and manage regular customer communications. Build upon existing customers and form new customer relationships on a regular basis. Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters.

Registered Office: Pledge Foundation, D45, Plot no. 254, beside IES School, Sector 2 Charkop, Kandivali West, Mumbai, Maharashtra 400067

care@pledgefoundation.org | 90042 60452

www.pledgefoundation.org



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Perform cost-benefit and needs analysis of existing/potential customers to meet our needs.

Present, promote and sell products / services using solid arguments to existing and prospective customers.

Establish, develop and maintain positive business and customer relationships.

Ensure timely, appropriate and quality communication to all customers.

Preparing weekly and monthly reports; Ability to manage multiple customer relationships; Giving sales presentations to a range of prospective clients; Maintaining Accurate Records; Reviewing sales performance; Daily follow-ups.

3. Competencies:

Core values of Pledge Foundation:-

- Respect
- Innovation
- Stewardship
- Integrity
- Arete
- Humanity

4. Experience and Education Requirements:

Educational Qualifications : 12th pass

Relevant Experience : Fresher / 1 - 2 years in Sales Role

Reporting to the Team Leader, the position could be based out of anywhere and will be compensated above the prevailing market standards for similar positions.

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