

Assistant Manager Sales

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Company: Madinatul Ilm

Location: Rawalpindi Cantonment

Category: other-general

Day to Day activities:

1. Responding to customer queries via email/ Telephone/other mediums.
2. Meeting individual monthly sales targets and applying effective strategies for future sales improvement.
3. Liaise with sales dealers and monitoring sales through this network.
4. Managing Customer filing system.
5. Updating and managing Oracle based ERP Sales system.
6. Providing effective customer care and resolving customer complaints.

Long term activities:

1. Developing, creating and revising marketing strategies and monitoring their effectiveness.
 2. Developing and creating promotional material.
 3. Coordination with members and other stake holders.
 4. Preparing presentations of the project for different delegations and meetings
 5. Appointing and managing sales agents nationally and internationally.
 6. Planning and managing events and public gatherings.
 7. Performing competitive analysis and keeping an eye in the competitor's marketing activities and their promotional campaigns.
- Job Specification
1. Candidate should hold BBA degree in Marketing, however MBA would be preferred.
 2. Should have strong background knowledge of housing industry.
 3. Computer literacy and know-how of database management is a must.

4. Strong communication skills in English, Urdu and other local languages.
5. Strong written English communication is essential.
6. Candidate should have good personality and strong interpersonal skills. Information Technology and Services - Islamabad, Pakistan#J-18808-Ljbfrr

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