

## Sales Manager – Exports

Alfarid Corporation (AFC) is an equal opportunity employer. The position entitled ‘Sales Manager’ for Exports is contractual for a term of *at least 2 years*, including 3 months probation period. The position offers an annual growth of 7-10 percent.

***Do not treat this position to be a stepping stone for your next job. Only apply if you are willing and able to competently complete at least 2 years’ tenure.***

### **Job Responsibilities**

- Correspond and answer queries of International clients effectively and independently on the basis of given guidelines.
- Follow up with the current and potential clients over the phone and document the same in the CRM program.
- Achieve the defined sales target and Key Progress Indicators (KPIs).
- Develop business by keeping a close contact and constant followup with the potential and existing clients.
- Manage and maintain ACT! The CRM Program.
- Assign sales target and KPIs to subordinates and guide them in achieving the same.
- Train subordinates on samples’ preparation and dispatch.
- Submit reports to the directors on the progress of all leads being managed by himself and subordinates.
- Maintain close contact with the export documentation department.
- Maintain the jobs on hands’ information sheet for the operations staff.
- Provide excellent service to the clients from the point of closing the deal to the completion of shipment and thereon getting feedback from clients as a part of after sales service.
- Design sales campaigns for the brands/items.
- Create, upload and manage sales leads for products n various B2B portals.
- Develop complete Portfolios for each product and category including brands.
- Any other work assigned by the supervisor.

### **Criteria**

The candidate must

- Possess excellent English writing and verbal communication skills.
- Be experienced in sales; Possess good negotiation skills.
- Possess customer relationship skills.
- Supervise diligently as a team leader.
- Dress presentably.
- Be able to manage late working hours.
- Be well versed with MS Office.

**ALFARID CORPORATION**

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**Salary Package and Features:**

- Basic pay *PKR 18-30K/month (may increase or decrease based on competency level)*
- Official fuel reimbursement.
- Official communication allowance.
- Annual Bonus.
- Export allowance.
- Personal Medical Insurance.
- Payment for extra working hours.
- Conveyance may be provided based on competency level.
- Lunch.