

# **JOB DESCRIPTION OF FIELD EXECUTIVE OFFICER**

## **Objective:-**

- 1. To Generate Leads through Meetings**
- 2. To convert Leads from various Sources**
- 3. To expand client coverage Area**

## **Key Activities:-**

- 1. Generate Leads from cold calling, networking & other sources.**
- 2. Daily Meeting With prospective Clients**
- 3. Follow up on the Leads Generated**
- 4. Present & promote products to existing and prospective customers**
- 5. Develop and maintain customer relationships**
- 6. Establish customer rapport to sell the right products and services.**
- 7. Develop key client relationships, negotiating and closing deals.**
- 8. Create sales proposals that are accurate and complete, that can be easily transferred to the installation team.**
- 9. Create confident buyers by providing complete and accurate information about our products and pricing.**
- 10. Get potential customers excited about Apollo Home and encourage them to spread the word.**
- 11. Become an expert of your market area, know the customer needs.**
- 12. Help set aggressive sales plans, propose expansions.**

## **Skills Required(Job Specific):-**

- 1. Domain Experience**
- 2. Language Proficiency**
- 3. Knowledge of MS Office (Word, Excel)**
- 4. Experience with CRM software**
- 5. Comfortable in delivering presentations.**
- 6. Communication Skills**

- 7. Team Player**
- 8. Confident & Soft-Spoken**
- 9. Attractive Personality**
- 10. Great Follow up Skills**
- 11. Skilled in negotiation and dealing with complaints**
- 12. Persistent and results-oriented**
- 13. Patient and able to handle customer rejection**

## **Education:-**

**Graduate**  
**MBA in Sales (Preferred)**

## **Experience:-**

**3+ Years Industry Experience**

## **Age:-**

**25-30 YEAR**

## **Gender:-**

**MALE**