

<b>Job Title: Sales Operations Executive</b>				
<b>Business Unit:</b>	Cosmo Films Ltd	<b>Cost Centre:</b>		
<b>Location:</b>	Delhi	<b>Domain:</b>		
<b>Department; Group:</b>	Sales & Marketing	<b>Level:</b>	Executive	
<b>Last updated on:</b>	13 <sup>th</sup> Sep 2022	<b>Degree of Travel required to:</b>	Low	
<b>Strategic Priorities:</b>				
<b>Key stakeholders</b>	<b>External</b>		<b>Internal</b>	
	Customers		Cross functional teams	
<b>Reporting structure</b>	<b>Role directly reports to</b>		<b>Positions that report into this role</b>	
	Sales Lead		-	
<b>Essential Qualifications</b>	Any Bachelors' degree			
<b>Essential Experience</b>	Managing Backend Sales Operations			
<b>Functional Competencies</b>	Understanding of Documentation & Process, Compliances			
<b>Cosmo Competencies</b>				
<b>Proficiency Level</b>	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>Expert</b>
<b>Personal Impact</b>				
Analytical Thinking		✓		
Drive for Entrepreneurship		✓		
Effective Communication			✓	
<b>People Impact</b>				
Collaboration for Success		✓		
Developing Self & Others		✓		
Accountability of Self & Others		✓		
<b>Business Impact</b>				
Managing Change & Innovation		✓		
Sustainable Customer Focus			✓	

**Key Responsibilities:**

- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking and social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections
- Collaborate with team members to achieve better results
- Gather feedback from customers or prospects and share with internal teams

<b>Date:</b>	13 <sup>th</sup> September 2022	<b>Date:</b>	
<b>Prepared by:</b>		<b>Reviewed by:</b>	