

**Bithika Innovates Private Limited invites applications from self motivated, sincere and goal oriented candidates for the following post and vacancies. Please read the instructions and advertisement carefully before applying.**

Instructions:

1. All applications along with necessary documents must be self attested, scanned and forwarded to email id [bithikainnovates@gmail.com](mailto:bithikainnovates@gmail.com) with subject line as

**APPLICATION FOR THE POST OF..... (Post Name).**

2. Applications received with improper subject line will be summarily rejected.
3. Please adhere strictly to the advertisement and do not apply if you do not fulfil the employment criteria.
4. Please give valid email id and mobile number for future communications.
5. Selected applicants will be communicated via email only for interview on stipulated date and time.
6. Applicants must bring original certificates and Curriculum vitae duly completed, signed and with recent passport size coloured photograph duly affixed (not stapled) at the time of interview.
7. Selected eligible candidates will be issued offer letter and date of joining through email after any point of time based on company's requirement. No queries on date of joining will be entertained.
8. Company reserves the right to accept /reject applications.
9. Selection for the posts will be based on best eligible candidates per company's requirements and no (R) no queries from non selected candidates will be entertained.
10. Validity of advertisement: ***Till the time this advertisement appears in the website.***

Post: **MANAGER (MARKETING AND SALES)**

No. of vacancies: **01**

Gender: **No Bar**

Age limit: **Must be above 18 years and below 45 years of age as on date of application.**

Pay & Perks: **Negotiable** (includes Pay + Conveyance allowance + ESIC + EPF)

Job Profile:

- (a) **To manage and control all Marketing and sales activities (including digital and offline marketing).**
- (b) **To conduct, coordinate and attend client meetings.**
- (c) **Customer acquisition and lead generation through tele-calling, meetings and other channels..**
- (d) **To ensure completion of monthly/quarterly/annual target based sales volume.**
- (e) **To maintain and manage CRM system.**
- (f) **Tender processing & participation.**
- (g) **Export-import order processing.**
- (h) **To ensure timely delivery of products to customers and feedback.**
- (j) **To liase and coordinate with logistics, CHA and ports for timely despatch of orders.**
- (k) **To ensure proper packaging and logistics for material despatch.**
- (l) **To plan and formulate potential and cost effective marketing strategies in accordance with company budget and capabilities.**
- (m) **To control and manage sales team for maximum efficiency.**
- (n) **To ensure and facilitate customer satisfaction by provision of timely technical support in coordination with technical team.**
- (o) **To collect and report market intelligence to company management.**
- (p) **To analyse customer feedback and report product upgradations/customisations to management.**
- (q) **To maintain high standards of privacy of marketing strategies.**

- (r) To create and support franchisee/distributor/dealers both domestic and international.
- (s) To participate in exhibitions/expo etc.

\*\* The above job profile is not limited and is all exclusive.

Educational qualifications:

1. **Minimum BBA or equivalent with at least 65% marks or a CGPA of 7 (in a scale of 10) from a recognised university. Freshers need not apply.**
2. **Diploma/ Advanced Diploma in Computer applications.**
3. **Diploma in Export-Import management.**
4. **Excellent communication skills (reading writing and speaking) in English, Hindi and/or Bengali.**

Experience criteria:

1. **Must have minimum 3-5 years experience as a manager (Marketing & Sales) in a reputed company.**
2. **Must be experienced in handling Export -Import procedures.**
3. **Must have advanced computer skills on multiple platforms.**
4. **Must have the ability to lead and coordinate work efforts and complete sales targets in a time bound manner**
5. **Must have experience in communications.**

Documents required:

1. **Self attested, scanned copies of educational qualification certificates and Date of birth.**
2. **Identity proof (any one of the following - Aadhar Card/ PAN Card/ Voter ID card)**
3. **Last employer release letter and/or previous employer's pay certificate (compulsory)**
4. **Experience certificates.**

Mode of application: **Online (through email only)**

**\* Please forward curriculum vitae and 'expected salary' along with supporting documents to email id- [bithikainnovates@gmail.com](mailto:bithikainnovates@gmail.com) only. Phone calls/whatsapp messages will not be entertained.**