

Job Description		
1	Position/ Title	Executive Assistant and Business Coordinator
2	Department	Directors Office
3	Grade / Level	E-1
4	Location of Position	Bangalore(KA),India
5	Qualifications	Graduate/Undergraduate. Knowledge of French Language.
6	Prior Experience in terms of number of years and nature of work	1 Any Experience in any Executive Assistant profile be an added advantage. However, Freshers are welcome to apply.
		2 Any Sales of Heavy/Industrial Equipments will be an added advantage
		3 Candidates who have done Internship/projects in any Heavy/Industrial Equipments company will be preferred over other candidates
7	Role & Responsibilities	1 General Management- Coordinating with Headoffice for Products availability, Production Planning, Shipping, Custom formalities.
		2 Business Development- To work on leads assigned and generate Sales of the machines
		3 Work as reporting manager for the subordinate staff
8	Preferred Behavioural Traits	1 Excellent English Communication Skills and Knowledge of French Language
		2 Adept in Computer operation, MS Office, MS Powerpoint and MS-Excel
		3 Organising and Leadership skills
		4 Good in making connect with client, CRM
		5 Open for Travelling as demanded for Sales Lead Conversions
		6 Hard working, Confident, Dynamic, Early adopter, Presentable, Pragmatic and with positive attitude
9	Reporting To	Director
10	Reported By	Marketing Executive, Service Engineers
11	Compensation	
	Salary (fixed) per annum	1.2 to 1.8 Lacs(negotiable)
	Salary (Variable) per annum	3.6 Lacs (Sales Incentive 0.5% Quaterly and 0.5% Annual. It may be noted that average sales order is Rs 30 Lacs and making even one sale will fetch Rs.30000/- monthly as sales incentive. However, there is no upper limit to convert the sales as enough leads will be provided to the candidate.
	Salary Gross (per annum)	4.8 to 5.4 Lacs
	Others perks / benefits	Travelling Expenses as per actuals and bills submitted. DA as per Co Policies
12	Age criteria	Open
13	Gender preference (if any)	Female candidates
14	Can this form be shared with the candidate?	Yes
15	Special Note	Education and Experience is not a barrier for quick learners and those who have proved themselves to be extraordinary in any discipline of academics and life.
To be filled by Director / CEO only		
16	Department Budget for the position (per annum)	Min - Max-