

23 Aug 2024

Notice for Placement

Company Name:- **Alligo Horizon Pvt Ltd**

Position:- **Export Executive (International Sales & Marketing)**

Company Website:- **www.alligohorizon.com**

Work Location:- **Tidke Colony, Nashik.**

Company Profile: Alligo Horizon as the name suggests is a company that accepts and fulfils the challenges to expand its Horizon.

We achieve this by the principle of continuous innovation in technology, research and production. We strive to make life better for every aspect of nature, may it be plants, animals or human being. We started our operations in 1997, with our corporate office based at Nashik, Maharashtra, India. We have one of the finest manufacturing facilities available at Dindori, (Dist. Nasik), Maharashtra, to cater the needs of our clients. The present manufacturing and marketing operations are organized in three divisions.

Job Profile / Responsibilities:

- Manage and execute export orders, ensuring compliance with international trade regulations
- Coordinate with international clients and handle inquiries via email and other communication channels
- Prepare and process export documentation and logistics
- Attend international trade fairs and represent the company in global markets
- Collaborate with internal departments to ensure smooth order processing and customer satisfaction
- Maintain and update CRM and ERP systems

Key Skills:

- Strong email writing and communication skills
- Knowledge of CRM and ERP systems
- Passport required
- Willingness to travel and attend trade fairs

Required Qualification: Degree holder, preferably in a relevant field / Diploma or Certificate Program in Export Import Management.

Experience: 2-3 years in export operations (preferred industries: Agrochemicals, Chemicals)

Other / Special Requirements:

Remuneration: Negotiable, based on experience and qualifications.

Interested Candidates can send their resume on below mention email id at the earliest: -

Contact Person: - Mrs. Ashvini Email id: - hr@alligohorizon.com

Contact no: - 7391943222

Corporate Office: Sonali ACME, 2 nd Floor, Sr. No. 622/65, Plot No.60, Final Plot No.161,
Office No.201 to 205, Near Raje Shivaji Margdarshan Kendra Tidke Colony, Nashik -422002



Alligo Horizon Pvt. Ltd.
An ISO 9001:2015 Certified Co.

Alligo Horizon Pvt. Ltd.

JOB DESCRIPTION FOR THE POSTION BUSINESS DEVELOPMENT JUNIOR EXECUTIVE

Post Name	Sales and Marketing Junior executive
Deaprtment	Sales and Marketing
Grade	SML2
Qualification	Agriculture Division: Post Graduate in Agri. Business Management/MBA with M.Sc./ B.Sc. in Agriculture/ Horticulture/ Science Graduate OR B.Sc./ M.sc. in Agriculture from a Premier College Animal Health Division: above all qualifiaction with veterinary cetified course/ BSc in veterinary, fisheries, feed division
Age Criteria	24-35
Required skill	Mandatory Skills: Computer literacy in MS- Office, internet savvy, fluency in English, any other language added advantages, Good command on Social Media handling, Negotiation Skill,willing to travelling pan India Expected Skills: situation adoptable, loyal, Honesty, Trustworthy, Decision Making,
experience	Minimum 1 year marketing experience or minimum 3 year same business/field experience other than above qualification
job discriptin	1. Frame effective policy for smooth inflow and outflow of Papers/Files/Documents in line with file
	2. Processing for timely completion of department target/sale
	3. Fill MIS and maintain all records related clients
	4. Participation in Agricultural related Exhibition, themes, as directive of management
	5. work with social media like blogs, SEO, Hot product schedule and post,
	6. update all data in provided software/media
	7. visit to clients, planning for visit, as per need in any state of India
	8. work on customer complaint and solve their query with communicationg related department.
	9. Atending meetings as applicable and give presentations as need
	10.work on quarterly presentation
	11. work on new product searching, new product development, marketing and study products
	12. work as given by senior authority
	14. Taking and analysis of customer feedback
	15. training to new employee
	16. work and planning for new projects.
Reporting	to Senior Marketing Executive
Salary Rage/ Remuneration	17000 to 30000 p m or salary and other benefits as per the rules and regulation of the company. Salary will not constraint for the right candidate.
Job Location	Corporate Office at Mico Circle, Nashik or as per company policy
General	Advertised criteria may be relaxed in exceptionally qualified candidates.
promotion	Promoted to sr marketing executive after 3 year completion in same field.