

20<sup>th</sup> March 2014.

## Notice for Placement

### Job opportunity for Marketing

Company Name:- **Alok Ingots (Mumbai) Pvt. Ltd.**

Position:- **Executive, Marketing (Exports)**

Company Website:- [www.alokindia.com](http://www.alokindia.com)

Work Location:- **119, Dady Sheth Agyari Lane, Office 6, Kalbadevi Mumbai 2.**

**Company Background / About Company:** Let me take this opportunity to introduce our company ALOK INGOTS as a leading producer of **Alloy, Stainless & Special Steels** from Mumbai, India. We are a young company who are very passionate about the quality of steel we produce.

We produce steel in accordance with ASTM, DIN, JIS, BS and AFNOR specifications.

Our company has been **accredited** with several certificates by **TUV & DNV for ISO 9001:2008, PED 97/23/EC, AD 2000 Merkblatt W0, Steelmaker (Marine) and ISO / TS 16949:2009.**

We have gained National and International fame and are selling our products to India, Germany, Netherlands, United Kingdom, Venezuela, United Arab Emirates, United States of America, Peru, Spain, Israel, Turkey, Italy, Bulgaria, Czech Republic, Brazil, Croatia, Mexico and Austria.

### Job Profile / Responsibilities:

- To identify and develop new sale opportunities
- Manage Sale of products of overseas customers as per the allocated regions.
- Get the feasibility of production of the quality from the plant and commercial feasibility from CEO
- Direct Sales Promotion to assigned geography- Generate direct leads every month
- Provide quotations and may also be responsible for drawing up tender documents and agreeing the final contract as applicable
- Negotiate with customers (often in a foreign language) to close the sale
- Co-ordinate with operations for customer's orders.
- Process orders and check that the distribution is running smoothly and that everything is on schedule. When the product has finally been delivered, handle any complaints or queries that occur and ensure resolution with internal teams.
- Provide Sales Reports as required by the Management
- Execute marketing efforts and reaching regular sales targets by
  - Carrying out market research activity in chosen export markets
  - Develop appropriate marketing materials for an international audience
  - Providing global market intelligence and competitor activity reports to the GMT

**Key Skills:**

- Good written and verbal communication skills
- Good language skills
- Strong organizational skills and an ability to manage and achieve sales independently and proactively in a fast-paced work environment.
- Cross-cultural awareness
- Multitasking; can work under pressure
- Customer service oriented
- Self-motivated with strong problem-solving skills and ability to work under pressure
- Good persuasive and negotiating skills
- Knowledge of business, economics and accounting
- Clear Speaking voice
- High self confidence

Good knowledge of MS Office

**Required Qualification: B.Com / Marketing Management / BMS Graduate**

**Experience:** 2-3 years in marketing

**Other / Special Requirements: Foreign Language will be preferred**

**Remuneration: 2.50 – 3.5 lacs p.a.**

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

Contact Person: - Renu Lobo

Email id: - [hr@alokindia.com](mailto:hr@alokindia.com)

Contact no: - +91 22 22080815

**Corporate Office:** +91 22 22080516