

Notice for Placement

Job opportunity for Business Management, Marketing Management, Materials Management Students.

Company Name:- **Crystal Flexible Packaging**

Position:- **EXECUTIVE - BUSINESS DEVELOPMENT**

Company Website:- www.crystalcontainers.com

Work Location:- **Goregaon (East)**

Company Background / About Company:

Crystal Containers is the name, which has become a synonym to Trust, Quality as well as Value Creation. We are counted amongst the topmost Manufacturers and Suppliers of a wide range of Packaging Products. The range of Packaging Products, which we offer, is inclusive of Display Hangers, Laminated Rolls, LD Pouch Hangers, Packaging Pouches, PP Antistatic Covers and others. We manufacture our products as per the laid international quality standards taking good care of their quality whilst their production. We intend to move on the path of growth by offering our clients complete satisfaction in all business terms and are looking for result oriented professionals.

JOB Profile/ Responsibilities

Key Responsibilities:

- Develop Sales Channel and enhance existing sales network.
- Meet the targets set by the team leader and eventually generate revenues for the organisation
- Effective utilization of leads and Maintain a positive and healthy conversion rate
- Exceptional communication skills, both written and verbal.
- Create a positive brand image and awareness among prospective clients.
- Have a good understanding of the product information and ensure proper handling of all queries
- Make the sales pitch according the customers behaviour and requirements
- Continuous Improvement: Customer Services-Team Work – Relationship with Clients – Quality.
- Follow-up for the timely payments from the customer in coordination with the accounts.

- Maintain the relationship with the existing clients & provide top class services to them.
- Daily, weekly & monthly data, MIS & reports of various functions / executions to be provided to respective dept. & authority.
- Find out the loopholes of the services & try to fill it on top priority to maintain the co.'s goodwill in the market.

Education:

- Graduation + Diploma in Business Management or Diploma in Marketing Management

Key Skills:

- Excellent communication, counselling and selling skills.
- Basic knowledge of methods involved in presenting, promoting and selling products or services
- Team work skills

Experience: Basic knowledge of methods involved in presenting, promoting and selling products or services

- Work experience of 2 to 3 years.

Remuneration: Rs. 25,000/- p.m. to Rs. 30,000/- p.m.

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

Contact Person: - Ashok Kumar Pande

Email id: - ashokpande64@gmail.com Contact no: - 9822401405

Corporate Office: 404, Acme Industrial Park, Off I. B. Patel Road, Goregaon (East),
Mumbai 400 065. India

Notice for Placement

Job opportunity for Marketing Management Students

Company Name:- **Crystal Flexible Packaging**

Position:- **EXECUTIVE - MARKETING**

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

Work Location:- **Goregaon (East)**

Company Background / About Company:

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Key Responsibilities:

- Develop Sales Channel and enhance existing sales network.
- Meet the targets set by the team leader and eventually generate revenues for the organisation
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- Make the sales pitch according the customers behaviour and requirements
- Continuous Improvement: Customer Services-Team Work – Relationship with Clients – Quality.
- Follow-up for the timely payments from the customer in coordination with the accounts.
- Maintain the relationship with the existing clients & provide top class services to them.
- Daily, weekly & monthly data, MIS & reports of various functions / executions to be provided to respective dept. & authority.

- Find out the loopholes of the services & try to fill it on top priority to maintain the co.'s goodwill in the market.

Key Skills:

- Excellent communication, counselling and selling skills.
- Basic knowledge of methods involved in presenting, promoting and selling products or services

Required Qualification: Graduation + Diploma in Marketing Management

Remuneration: Salary :Rs. 20,000/- p.m. to Rs. 25,000/- p.m.

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

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Email id: - ashokpande64@gmail.com Contact no: - 9822401405

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Mumbai 400 065. India

Notice for Placement

Job opportunity for Materials Management

Company Name:- **Crystal Flexible Packaging**

Position:- **Executive Purchase**

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

Work Location:- **Goregaon (East)**

Company Background / About Company:

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Job Profile / Responsibilities: Executive Purchase

Key Responsibilities:

- 1) Receive monthly requirements from all group companies and stores for Raw Material, bought out packaging material, lubrication , tooling and other regular purchase material and prepare monthly schedule and monitor daily the material received.
- 2) Co - ordinate with all departments to understand exact requirement of standard and non - standard material.
- 3) Procuring material for breakdown machines as per maintenance department requirement on top priority.
- 4) Taking approvals of authority for purchases.
- 5) Dispatching the purchase order to supplier and follow up for material accordingly
- 6) Follow all the process at the time of receiving the material like gate entry , quality check , check for GRN placed or not and submit report to the accounts department
- 7) Resolving all the issues related to supplier quality , quantity by discussing with department heads
- 8) Sending regularly material enquiries to other suppliers for cost reduction and improving

quality.

9) Preparing all the related documents for accounting and auditing purpose regularly (like entering purchase order in TALLY system , take sanction , send purchase order to the supplier and proper filing of Purchase orders)

10) Prepare monthly and weekly purchase plans.Update purchase MIS

11) Maintain daily to do list and compare the actual work done against plan.

12) Complete all related tasks given by HOD within time

13) All records and documents to be maintained as per ISO9001:2008

Key Skills:

- 1- 3 years' experience in a manufacturing units Purchase department. Prefer experience in plastic manufacturing units.
- Knowledge of purchasing laws , policies , regulations , practices and procedures
- Negotiation skills for getting material at lower cost
- Team work skills
- Support from colleague during his / her absence: Production Manager.
- Good Communication Skill

Required Qualification: Diploma in Material Management

Experience: 1- 3 years' experience in a manufacturing units Purchase department. Prefer experience in plastic manufacturing units.

Other / Special Requirements:

Remuneration: Rs. 25,000/- p.m. to Rs. 30,000/- p.m.

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

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Email id: - ashokpande64@gmail.com Contact no: - 9822401405

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