

29<sup>th</sup> July 2024

## Notice for Placement

Company Name: - **KETAN CHEMICALS CORPORATION**

Position: - **Sales and Marketing Executive**

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

Work Location: - **Mumbai, Vile Parle West**

**Company Profile:** Ketan Chemicals Corporation is one of the leading chemical marketing company incorporated in the year of 1984 by Mr. Ketan Mehta. Subsequently in the year of 1987 and 1990 Kalpana Enterprise & Jimit Chemicals were incorporated.

Our group is one of the largest chemical distributors in all kinds of Chemicals, Solvent & Industrial Oils. We are stockiest, Distributors, Importers & Exporters of various manufacturers In India & Overseas. We are one of the largest importer of various chemicals from countries like China, Malaysia, Russia (Ukraine), Germany, Korea, Czech Republic, Taiwan, Japan, Indonesia, Etc.

Our group is known for providing all kind of chemical products as per emerging requirements of the industries. Knowing our customer's needs & requirements, we ensure them with their required products too as we have our presence in this industry from past 35 years.

We are a Customer Centric Organization keeping in mind all adequate storage facilities for handling bulk Imports as well as all kind of warehousing facilities for intact products. Having strong relationship with Indian Chemical & Petrochemical Industries, we have diversified our business activities in the field of exports also.

The company is backed by strong ethics and believes in providing the best solutions and services to its elite customers competently. Our clients trusts us for our product quality, instant services and in giving them a proper feedback.

### **Job Profile / Responsibilities:**

1. To manage the receipt, handling, and escalation of all sales enquiries
2. To administer the preparation of quotes
3. Manage the day to day work of the Sales and Marketing Assistant
4. To manage co-ordinate all sales enquiries
5. To credit check all potential new clients prior to completion of a quote.

6. To chase outstanding quotes to agreed timescales
7. To monitor the status of all live enquiries to ensure and take actions are completed in a timely professional manner.
8. Negotiate contracts and close sales deals.
9. To follow up sales activities with clients
10. To chase and analyse the reasons for failure to turn an enquiry into a new order
11. Develop and implement sales strategies to achieve sales targets and objectives.
12. Maintain a customer database and ensure regular follow-up with clients.
13. Collect and analyse customer feedback to improve products and services

**Key Skills:** Communication skills, Negotiation , Time management , Problem solving

**Required Qualification:** Graduate / Business / Marketing Management

**Experience:** 0 to 2 years

**Other / Special Requirements:** Good communication skills

**Remuneration:** NA as per interview

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

Contact Person: - **Mrs. Mithila Ghadge**

Email id: - **mithilaghadge@ketanchemicals.com**

Contact no: - **9004187313**

**Corporate Office:** Ketan chemicals CORPORATION, Swastik plaza, 30 / 1 st floor,  
V.L Mehta road, Near kalaniketan showroom, Jvpd scheme vile parle west,  
Mumbai-400049