

## Notice for Placement

**Job opportunity for:** SALES / MARKETING.

**Company Name:** SHROFF TEXTILES LIMITED

**Position:** SALES / MARKETING

**Company Website:** N.A.

**Work Location:** H.O.: ANDHERI (WEST), Mumbai.

### **Company Background / About Company:**

Shroff Textiles Limited Company engages in the manufacture of LDPE Foam, HDPE Containers, manufactures various Automobile products, including Converted Assy Floor Mat and Insulation, Moulded Carpets and Insulation etc. in India. The Company founded in 1966 and commenced its commercial production in 1980. The Company is having Plant at Boisar, Dist: Palghar, and its head office at Andheri (West), Mumbai and branches at Pune & Jamshedpur.

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

- Conduct Market Research To Identify Selling Possibilities And Evaluate Customer Needs
- Actively Seek Out New Sales Opportunities Through Cold Calling, Networking And Social Media
- Set Up Meetings With Potential Customers To Prospect For New Business;
- Maintaining And Developing Relationships With Existing Customers In Person And Via Telephone Calls And Emails;
- Prepare And Deliver Appropriate Presentations On Products/ Services
- Responding To Incoming Email And Phone Enquiries;
- Create Frequent Reviews And Reports With Sales And Financial Data
- Handle Complaints Or Objections Collaborate With Team To Achieve Better Results
- Identify Target Markets And Analyze Current Market Trends
- Research Customers' Needs And Wants As Well As Competition Information
- Devise And Implement Strategic Plans To Meet Customers' Demands
- Develop Effective Marketing Communication Programs
- Monitor Marketing Campaigns To Ensure Appropriate Execution
- Network With Individuals And Businesses To Generate And Identify Business Opportunities
- Manage Periodic Analysis Of Marketing Efforts.
- Researching The Market And Related Products;
- Presenting The Product Or Service Favourably And In A Structured Professional Way Face-To-Face.
- Listening To Customer Requirements And Presenting Appropriately To Make A Sale;
- Reviewing Your Own Sales Performance, Aiming To Meet Or Exceed Targets;
- Gaining A Clear Understanding Of Customers' Businesses And Requirements;
- Challenging Any Objections With A View To Getting The Customer To Buy;
- Advising On Forthcoming Product Developments And Discussing Special Promotions;

**Key Skills:**

- Excellent Written And Verbal Communication Skills
- Formal Presentation Skills
- Organization And Planning
- Strategic Thinking
- Problem Analysis And Problem-Solving
- Persuasiveness
- Adaptability
- Creativity
- Judgment
- Decision-Making
- Thorough Understanding Of Marketing And Negotiating Techniques
- Fast Learner And Passion For Sales
- Self-Motivated With A Results-Driven Approach
- Aptitude In Delivering Attractive Presentations

**Required Qualification:**

Although this area of work is open to all graduates, the following degree/diploma subjects may improve their chances:

- Business Studies
- Engineering
- Business / Marketing / Operations Management;

**Experience:**

Minimum: 1 Yrs.

Fresher can also attend the walk-in-interview.

**Other / Special Requirements:** NIL.

**Remuneration:** Rs. 10,000/- to 25,000/- p.m. depending upon the calibre and suitability.

**Interested candidates can attend walk-in-interview on Saturday, 28<sup>th</sup> January, 2017 between 2.00 p.m. to 4.00 p.m. at below mentioned address:**

**Head Office:** 303, "B" WING, KOTIA NIRMAN,  
NEAR FUN REPUBLIC CINEMA,  
NEW LINK ROAD, ANDHERI (WEST),  
MUMBAI – 400053.

**Contact No:** 022-26731693.

## Notice for Placement

**Job opportunity for:** Supply Chain / Materials / Operations

**Company Name:** SHROFF TEXTILES LIMITED

**Position:** PURCHASE.

**Company Website:** N.A.

**Work Location:** H.O.: ANDHERI (WEST), Mumbai.

### **Company Background / About Company:**

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

- Collate purchase orders and purchase requisitions in order to order materials, goods and supplies.
- Send them to the suppliers.
- Review inventories and order as required.
- Interact with the suppliers on a day to day basis.
- Review deliveries against the orders.
- Track the status of any orders.
- Deal with non supplied, under orders, over orders and damaged goods.
- Ensure that any invoices are sent to accounts for payment.
- Produce and maintain all reports.
- conduct research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality;
- negotiate and agree contracts, monitoring the quality of products / service provided;
- process payments and invoices;
- forecast price trends and their impact on future activities;
- develop a purchasing strategy;

### **Key Skills:**

- good oral and written communication skills;
- strong analytical skills;
- commercial awareness;
- the ability to adapt to different client needs and to develop and maintain successful working relationships;
- an excellent standard of numeracy in order to analyse facts and figures;
- a flair for negotiation and networking;
- the ability to make important decisions and cope with the pressure of demanding targets and tight deadlines;
- a confident and mature approach;
- Tact and diplomacy.

**Required Qualification:**

Although this area of work is open to all graduates, the following degree subjects may improve their chances:

- business studies;
- engineering;
- Materials / Operations / Supply chain Management;

**Experience:**

Minimum: 1 Yrs.

Fresher can also attend the walk-in-interview.

**Other / Special Requirements:** NIL.

**Remuneration:** Rs. 10,000/- to 25,000/- p.m. depending upon the calibre and suitability.

**Interested candidates can attend walk-in-interview on Saturday, 28<sup>th</sup> January, 2017 between 2.00 p.m. to 4.00 p.m. at below mentioned address:**

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