



Bakery/FMCG Marketing and Sales Officer

- **Vacancy for:** 10
- **Posted on:** Nov. 22, 2017
- **Deadline:** Dec. 17, 2017, 11:55 p.m.

Basic Job Information

Job Category	: Marketing / Advertising / Customer Service > Business/Product Development, Sales/ Marketing, Market research, FMCG sales
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Bhaktapur, Central Development Region, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 2 years
Professional Skill Required	: Bakery Market Research Or Related, Fmcg Sales Knowledge

Job Description

Bakery Purchasing/Sales Officer Job Duties:

- To find out the need of a market and possibility of market expansion on Bakery related fields.
- To Research on the ingredients used on the Bakery industry and Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
- Regular update on the global value of the goods and deal diplomatically for the benefit of the organization.
- To find out availability of inventory items by verifying stock and scheduling delivery.
- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
- Obtains purchased items by forwarding orders to suppliers; monitoring the track of transportation.
- Authorizes payment for purchases by forwarding receiving documentation.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Maintains professional and technical knowledge by attending educational workshops and self-research on the market trends.

AND

FMCG Sales Officer oversee many aspects of a campaign throughout the entire lifespan of a product, service or idea. As such executives are likely to have a great deal of responsibility early on and will be required to manage their time and duties themselves. These responsibilities can include:

- Phoning existing and new clients
- Liaising with commercial partners
- Working closely with the rest of the office to come up with new ideas to bring on new business
- overseeing and developing marketing campaigns, research
- conducting research and analyzing data to identify and define audiences
- devising and presenting ideas and strategies
- promotional activities, monitoring performance
- compiling and distributing financial and statistical information
- organizing events and product exhibitions
- updating databases and using a customer relationship management (CRM) system

- coordinating internal marketing and an organization's culture
- managing campaigns on social media.
- Keeping in contact with existing customers in person and by phone
- Making appointments with and meeting new customers
- Agreeing sales, prices, contracts and payments
- A creative thinker, someone who can bring new innovative ideas to the team to develop their offering for each of their marketing channels.
- A confident individual who can approach new and existing clients to build long lasting relationships and retain ongoing business.
- Be extremely organized and meticulous with their attention to detail.
- Someone that works well under pressure
- Experience in selling into the FMCG market would be desirable.
- Experience of working within a target driven environment.
- Promoting new products and any special deals
- Advising customers on delivery schedules and after-sales service
- Recording orders and sending details to the sales office
- Giving feedback on sales trends
- Excellent sales and negotiation skills

Salary & benefits: Will be offered as per the candidates' experience and qualification. Salary is not a bar for deserving candidates.

Only shortlisted candidates will be called for the further selection processes. Suitable candidates are highly encouraged to apply.

TO APPLY:

Email us your detailed CV with Cover letter to shikharorg@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/marketingsales-executive-2/>

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