

DG KNITTING	
Designation: Sales Executive	
Minimum Experience: 2-4 year	Salary Range: 18,000-23,000 P.m.
Report to: Director	Current Location: PIPODARA
Roles/Responsibilities: <ul style="list-style-type: none"> Handle all incoming sales inquiries (online & offline). Understand customer requirements and collaborate with production team to evaluate product feasibility and pricing. Prepare and send accurate quotations in a timely manner. Manage complete sales order cycle — from order confirmation to job card creation and onward routing to production. Enter and maintain accurate records of inquiries, quotations, and confirmed orders in the ERP system. Track status of ongoing orders and coordinate with internal departments (Production, QC, Dispatch) to ensure smooth workflow. Communicate order updates, delivery timelines, and resolve customer queries promptly. Maintain and update customer database, track sales follow-ups, and generate basic sales reports. Support in exhibitions, client visits, and product presentations as needed. 	
Skills & Qualifications: <ul style="list-style-type: none"> Education: BBA in Marketing or related field. Experience: Minimum 2 years of experience in B2B industrial or textile sales. Experience in ERP-based order processing will be highly preferred. Proficiency in MS Excel, Word, and email communication tools. Understanding of knitted fabric parameters like GSM, gauge, quality, and machine capability. Basic knowledge of Knitting product lifecycle — from inquiry to dispatch. Excellent interpersonal skills and the ability to build long-term professional relationships. 	
Soft Skills: <ul style="list-style-type: none"> Self-motivated, target-driven, and able to work independently with minimal supervision. 	

- Strong communication and coordination abilities.
- Integrity, confidentiality, and problem-solving mindset.
- Good follow-up and closure skills