

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

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