



### Job Description

<b>Designation:</b>	Sales Analyst	<b>Job Location:</b>	Ludhiana
<b>Department:</b>	Consulting	<b>Grade/ Level:</b>	L2 - B
<b>Direct Reporting To:</b>	GM Consulting	<b>Direct Reportees:</b>	None
<b>New Position/ Back Fill:</b>	New	<b>No. of openings:</b>	2

**Introduction:**

As the name defines, we are exclusively for MSME (Micro Small & Medium Enterprise). We understand the efforts put by an entrepreneur to run a business on a daily basis. We work as a catalyst for imparting clarity in concepts related to business through a highly experienced team in a cost-effective manner.

In consulting space, our projects are generally for 6 months on Renewal basis along with your subject we work on PPC, Financial Management, Business Administrations & Operations, HR, I.T and other management aspects which make businesses more organized and scalable. In these projects, we map a consultant who visits client's business at regular intervals for the period of 6 months on Renewal basis and implement the defined SOW of the project.

The Detail training of each and every aspect of a project is given to consultant on regular intervals.

Job Purpose: Consultant will be responsible for several projects in 6 months at one go, he/she will visit client's business at regular intervals to enhance the productivity of the client.

**Responsibilities:**

- Consultant will visit clients business at regular intervals and implement the defined SOW within timelines.
- Responsible for doing research and understanding the industry, competitive analysis, and various distribution models for the client.
- Consultant is responsible for understanding, finalising and documenting SOW.
- Responsible for finalising, yearly sales strategy and budgets of a client with the help of PPC / Finance Analyst and other departments.
- Responsible for identifying resources required to implement the SOW at clients place and getting it arranged through the client, at his/her place.
- Responsible for training and development of client's team
- Responsible for preparing, submitting and implementing a monthly plan, at clients place through client's team within defined TAT's.
- Responsible for organising overall client's business and giving it a professional outlook within 60 days.
- Responsible for taking appropriate decisions for client's business, whenever required.



	<ul style="list-style-type: none"> <li>• Solving challenges/problems/ bottlenecks/gaps at clients place.</li> <li>• Getting closure documents signed between 'client &amp; MSME Consulting after completion of each activity under SOW.</li> <li>• Responsible for getting timely feedback from client documented and ensuring client satisfaction.</li> <li>• Conducting various employee engagement activities at clients place and ensuring high team motivation and retention of client's manpower.</li> <li>• Ensuring the formats and processes, being followed at clients place during the implementation of SOW are as per company standard.</li> <li>• Responsible for submitting various MIS/Reports to the management on time.</li> <li>• Responsible for completion of SOW within defined TAT.</li> <li>• Responsible for generating revenue by cross-selling various MSME Consulting products.</li> <li>• Responsible for getting timely payments from the client as per agreed terms &amp; conditions of the contract.</li> <li>• Responsible for client's turnover growth as agreed in the SOW.</li> <li>• Maintain a healthy relationship with clients and ensure retention post completion.</li> <li>• Responsible for adhering all policies and processes of MSME Consulting and participating in various pieces of training, reading sessions, etc conducted by MSME Consulting and updating self on knowledge of various industries, cross-functional Teams, and business acumen.</li> <li>• Maintaining MIS, Month Plans, Doable Sheets and other report regularly</li> </ul>
<p><b>Requisite Skills:</b></p>	<ul style="list-style-type: none"> <li>▪ Sales</li> <li>▪ Leadership</li> <li>▪ Analytical</li> <li>▪ Communication</li> <li>▪ Administrative Skills</li> <li>▪ Computer skills</li> </ul>
<p><b>Education:</b></p>	<p>MBA</p>
<p><b>Relevant Experience:</b></p>	<p>8 years of sales and client servicing experience</p>