



**Indira Gandhi National Open University
Campus Placement Cell
Maidan Garhi, New Delhi-110068**

**Campus Placement Drive for Right Management
At Convention Centre, IGNOU Campus
Dated – 24.01.2020
(Reporting and Registration: 10-11 am)
(Orientation Programme:11 am)**

Job Description& Details

Positions

Executive – Client Acquisition

Nature of Employment

Full Time

Number of Vacancies

40

Key Responsibilities

To generate leads & Identify decision makers within targeted leads and initiate the sales process

☑ To penetrate all targeted accounts and originate sales opportunities for the company's products and services

☑ To set up and deliver sales presentations, product/service demonstrations on daily basis

☑ To ensure systematic follow-up with the client organizations to take the sales pitch to time-bound closure

- ☒ To be an interface between the customer and internal support teams to ensure that the customer receives the best possible service from the company
- ☒ To ensure that all payments are collected as per the company's payment terms
- ☒ Ensure adherence to sales processes and requirements
- ☒ Achievement of monthly, quarterly & yearly business plan
- ☒ Forecast sales, develop "out of the box" sales strategies/models and evaluate their effectiveness
- ☒ Evaluate customers skills, needs and build productive long lasting relationships
- ☒ Meet personal and team sales targets
- ☒ Research accounts and generate or follow through sales leads
- ☒ Attend meeting, sales events and trainings to keep abreast of the latest developments
- ☒ Achieving **sales targets through new client acquisition** and growing existing client base
- ☒ Area Mapping, cold calling, prospecting, negotiation, closing on commercials and deals
- ☒ Building and managing strong relationships with clients and customers
- ☒ Selling high-end, customized online property solutions

Key Skills

Knowledge:

- Knowledge and application of sales techniques such as: Rapport building, selling on emotion, building value in the product, and closing the sale

Skills:

- Quick thinking and problem solving skills
- Able to work independently and as a team player
- Excellent verbal communication skills
- Excellent active listening skills

Attitude & Behavior:

- Positive and enthusiastic attitude
- Handles Rejection well
- Customer focus and result oriented approach

Salary & Incentives

Rs3.12 Lakhs p.a. plus incentives upto 1.5 L p.a.

A Client Acquisition Executive who consistently achieves targets, can be promoted to Supervisor level in just 12-18 months, and then starts managing a team of 4-5 Client Acquisition Executives.

Work Experience

Fresher can apply

Academic Qualification

Any Graduate with 50% and above and min. 50% in 10th& 12th as well

Age

21-22 plus

Additional Mandatory Requirement:-

In order to get the seriousness of the candidate, there is a fee attached i.e.: INR 60,000 (Includes all tuition, boarding and lodging expenses at Bangalore). It will be reimbursed as he completes the OJT. Reimbursement of Training Fees of Rs. 60,000 (@Rs. 5000 per month for 12 months on completion of the 1-month classroom training). Reimbursement applicable only if candidate is accepted/continues to work, after the 3-month OJT period, and is selected as a permanent employee.

Posting Location

Delhi NCR

Career Path

Can become team leader in 2-3 years

Selection Process

Test & interview

IMPORTANT NOTE:

A brief introductory session (Pre-placement-talk) highlighting company profile, job requirements, CTC etc. will be conducted before the placement drive.

The Students are required to carry **twocopies of their updated Resume/CV and IGNOU ID Card, PAN CARD & Adhaar card** at the time of interview.

For more information and registration for placement

Call between 9:30 AM to 6 PM

(i) Mr. Anuj Khanduja at. Manpower Group from company side, 7838454547.
Ms. Sreethana, 8142368666
And/or

(ii) Director (CPC) IGNOU office Phone No. 011-29571114

**Director
Campus Placement Cell**