

1. Key Goal

- Increasing sales volumes, find new customers, promote products, solutions and services to the market, seeking the most favorable conditions for cooperation.
- Market analysis and development of sales expansion, assessment of potential customers, partners and competitors, business planning.

2. Responsibilities (Managerial & Operational)

- Achieving goals and targets (monthly, quarterly and yearly).
- Building and executing the sales strategy to develop and manage sales pipelines and revenue.
- Developing, recommending and implementing a comprehensive sales plan for assigned accounts in agreement with sales management
- Continuously business review with team leader
- Preparation of sales and sales forecast reports
- Accounts receivable control
- Preparation, conclusion and support of contracts.
- Organizing and leading customer engagements, qualify opportunities, manage proposals and customer presentations
- Identification of the opportunities for the Company's services/solutions by negotiating with customers by phone, e-mail, as well as during personal meetings;
- Building and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- Monitoring of tenders and reporting to team leader
- Represent the company at a high level
- Prevent situations and actions that could damage the company's image and business reputation;
- Be considerate of co-workers;
- Conduct meetings with customers
- Stock and market analysis
- Regular trainings on products and solutions and achievement of sales certificates
- Preparation of reports on the work done
- Execution of instructions and tasks of management
- Accuracy with required recordkeeping;
- Ability to manage multiple priorities in a fast-paced environment;
- Basic knowledge of logistics processes;
- Negotiating and networking experience a plus;
- Attention to Details.

3. Competencies (Soft Skills)

- Team work, collaboration, and communication skills.
- Time management and organizational skills.
- Strong work ethic
- Resistant to stress, quickly navigates in stressful situations;
- Advanced analytical and problem-solving skills
- Requirements Analysis / Documentation;
- Sociability, Multitasking, Flexibility and persistence;
- Negotiation skills
- Able to be convincing;
- Knows how to qualitatively master new knowledge;
- Initiative
- Positive Attitude;

- Responsibility;
- Attentiveness;
- The ability to remain calm under pressure and in the face of a tight deadline;
- The ability to interest the customer;
- The ability to accurately identify the needs of the customer and suggest the best option;
- The ability to provide advice on any product from the stock range;

4. General requirements /Employees should know

- Requirements for business risk assessment documents.
- ISO 9001:2015 International Standard for Quality Management Systems requirements
- ISO 45001: 2018 International Standard for Occupational Health and Safety Systems requirements.
- ISO 27001:2013 International Standard for Information Security Management System requirements

5. Personnel specifications

Diploma:

- Higher education

Experience:

- +5

Specific areas of expertise:

- IT sales

Computer skills:

- MS Office (Excel, Word, Outlook, Project and PowerPoint)

Languages:

- Azeri excellent, Russian, and English good in written and oral