

**1. Designation:** Sales Executive (Online & E-Commerce)

**Educational Qualification:** Graduation

**Experience:** 1 year relevant experience

**Key Skills:**

**Computer Skills:**

- MS Office
- Internet savvy

**Other Skills**

- Strong customer orientation
- Product knowledge (Garments & Fabrics)
- Must be able to work under pressure
- Must be highly energetic & self motivated.
- Highly organized and efficient

Somebody who can set up the whole Ecommerce process from scratch

**Job Description**

- Achievement of monthly sales targets
- Update website with latest products
- Devise strategies to increase hits at the website
- Procuring the products from the warehouse/ stores/ counter and ensuring timely dispatch to customers as per order placed.
- Contact & maintain communications with customers
- Following up with customers
- Maintain Database of customer Enquiry
- Submit Periodical Reports
- Enhance customer relationship through the existing programmes

**Location:** Mumbai

**Remuneration:** Upto 17000 p.m.