



DLA

DLA Group (A House of Bureau)

DLA NE Pvt. Ltd.

Bihpuria-Narayanpur Road, Narayanpur, Lakhimpur, ASSAM INDIA

Ref No: DLANE/JV/2021-22/01

Date: 06/09/2021

Job Vacant

Positions: Sales Officer – 1 No (Male), Office Assistant - 1 (Female), Sales Executive – 15

Job brief: We are looking for a competitive and trustworthy Sales Officer cum Technician, Office Assistant & Sales Executive to help us build up our business activities.

Sales Officer responsibilities include discovering and pursuing new sales prospects, negotiating deals and maintaining customer satisfaction. If you have excellent communication skills and feel comfortable reaching out to potential customers to demonstrate our services and products through email and phone, we'd like to meet you. Ultimately, you'll help us meet and surpass business expectations and contribute to our company's rapid and sustainable growth.

Positions	Requirements	Qualification	Salary
Sales Officer cum Technician (M) - 1	<ul style="list-style-type: none"> •Should be 10th Passed (He has ITI Passed certificates on Electronics/Mechanical) •Fast learner and passion for sales •Self-motivated with a results-driven approach •Thorough understanding of marketing and negotiating techniques •Proven experience as a Sales Officer or relevant role •Should be medically fit 	<p>Essential Qualification: 10th Passed+ ITI (Electronics or Mechanical)</p> <p>Desired Qualification: Computer/Sales Certificates</p>	Salary as per Company Norms, Commissions, P. F., ESIC etc.
Office Assistant (F) - 1	<ul style="list-style-type: none"> •Proficiency in English •Excellent knowledge of MS Office & computer knowledge, if she has accounts knowledge than that is a plus •Hands-on experience with CRM software is a plus •Aptitude in delivering attractive presentations •Higher Secondary Certificates 	<p>Essential Qualification: 12th Passed+ Computer Certificates</p> <p>Desired Qualification: Commerce/Public Relations</p>	Salary as per Company Norms, Commissions, P. F., ESIC etc.
Sales Executive(Both)- 15 Arunachal Pradesh, Biswanath, Bokakhat, Dibrugarh, Dhemaji, Golaghat, Jorhat, Majuli, Nagaon, Saraideo, Sivsagar, Tezpur, Tinsukia	<ul style="list-style-type: none"> •Should be HS Passed •Proven experience as a Sales Executive or relevant role •Thorough understanding of marketing and negotiating techniques •Good Knowledge about the locations. 	<p>Essential Qualification: 12th Passed</p> <p>Desired Qualification: Commerce/Management</p>	Commission and Fuel for 2 wheeler

DLA NE Pvt. Ltd.

Contact no: +91-8822-52-1415 / +91-985-492-8129

Email: dla.ne.pvt.ltd@gmail.com / contact@dlagroup.in

www.dlagroup.in



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Responsibilities: (For Sales Officer)

- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking and social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections
- Collaborate with team members to achieve better results
- Gather feedback from customers or prospects and share with internal teams
- Install the products
- Services

Responsibilities: (For Office Assistant)

- Performs clerical duties, including, but not limited to, mailing and filing correspondence, preparing payrolls, placing orders, and answering calls
- Interacts with clients, visitors, and vendors
- Sorts and distributes incoming mail
- Arranges meetings by reserving rooms and managing refreshments
- Types correspondence, meeting notes, and forms among other documents
- Photocopies, scans, and files appropriate documents
- Edits documents for accuracy
- Maintains accurate records and enters data
- Assists with organising events when necessary
- Conducts research and compiles data
- Signs for delivered packages and distributes them to the appropriate recipient
- Interacts with directors when necessary
- Maintains financial database records
- Covers reception upon occasion
- Maintains stock of supplies by anticipating work requirements, ordering supplies, and distributing supplies where necessary
- Answers customer questions and confirms customer orders
- Performs additional duties when required, including drafting brochures and organising the filing system

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(Interested candidates may send their CV/Resume to contact@dlagroup.in / dla.ne.pvt.ltd@gmail.com)

CEO, Director
DLA NE Pvt. Ltd.

Copy to:-

1. The CEO, DLA NE Pvt. Ltd.
2. The Executive Director, DLA NE Pvt. Ltd.
3. The MD, DLA Labtech
4. The Computer Section, DLA NE Pvt. Ltd.
5. The Mentors, DLA Group

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