

JOB DESCRIPTION	
Key Accounts Manager	
Summary	Manages Sales and Relationship with a portfolio of Clients
Duties	<ul style="list-style-type: none"> - Acquisition of New Clients - Generate Sales for a portfolio of accounts and achieve Sales Targets - Identity New Sales opportunities in-line with the changing business needs of the Clients - Relationship Management and Conflict Resolution with the Clients - Interact and coordinate with Sales Team and other Staff Members working on the same account
Qualifications	<ul style="list-style-type: none"> - Graduate/Post Graduate in Computer Science/Information Technology - Post Graduate Diploma in Management - Post Graduate Degree in Management
Experience	<ul style="list-style-type: none"> - 2 years' experience in Key Accounts Management/Sales Management/Business Development
Competencies	<p>To perform this job successfully, an individual should demonstrate following competencies: -</p> <ul style="list-style-type: none"> - Job Knowledge: Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast; requires minimum supervision - Sales Skills: Achieves Sales goals; overcomes objections with persuasion and persistence; initiates new contacts; maintains customer satisfaction; maintains records and promptly submits information - Impact and Influence: Pursues and wins support for ideas; displays ability to influence key decision makers; achieves win-win outcomes; uses authority appropriately to accomplish goals; address divergent opinions - Customer Service: Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments - Project Management: Develops Project Plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities - Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyses information skilfully; works well in group problem solving situations - Conflict Resolution: Encourages open communication; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts - Communications: Expresses ideas and thoughts verbally and in written form in Hindi and English; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods - Cooperation: Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to other co-workers; works cooperatively in group situations; works actively to resolve conflicts - Oral Communication: Speaks clearly and persuasively in positively or negative situations; listens and gets clarification; responds well to questions;

	<p>participates in meetings</p> <ul style="list-style-type: none"> - Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others views; contributes to building a positive team spirit; puts success of team above own interests; supports everyone efforts to succeed - Continuous Learning: Assesses own strength and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge; shares expertise with others
Salary	Rs. 2,40,000/- to 3,60,000 p.a.
Working Hours	On 8x6 basis in Day Shift
Other Benefits	- After completion of 1 Year of Probation Period, the candidate becomes eligible for additional benefits such as insurance, education assistance etc.