

## **JOB DESCRIPTION: Business Marketing Coordinator - Government Business**

### **About the job**

#### **Company Description**

The Organization manufactures world class Human Food Fortification, Personal & Hygiene/Home Care, and Animal Feed Supplement products.

#### **Role Description**

This is a full-time on-site role as Business Marketing Coordinator - Government Business located at our corporate office in Okhla Industrial Area, Phase 1 New Delhi. You will be responsible for driving sales, developing new business opportunities for our Animal Nutrition, Consumer Hygiene and Human Nutrition products via GEM, NCDFI, State Government E-Procurement (E-Proc) and other similar portals, besides back-office works independent communication, interdepartmental coordination, promoting sales, giving quotations and samples, sending proposals, reviewing terms & conditions of contracts, following up with customers for orders & payments, tracking sales targets, preparing MIS, billing, banking, and payment follow-up, keeping track of customer accounts and inventory, raising credit and debit notes, computation of incentives, tour bills, claims of staff and customers/distributors, preparing export documentations, coordinating logistics and shipments, export incentive, data analysis, record keeping. You will work closely with cross-functional teams and collaborate with internal stakeholders to achieve sales targets and exceed customer expectations.

#### **Preference**

Strong knowledge and prior sales experience of procuring business via tendering on GEM, NCDFI, and State Government E-Procurement (E-Proc) and other similar portals.

#### **Qualifications**

- Solid knowledge of tendering via GEM, NCDFI, and State Government E-Procurement (E-Proc) and other similar portals
- Prior experience in sales via tendering for Animal Nutrition, Consumer Hygiene and Human Nutrition products
- Excellent communication and negotiation skills
- Ability to work independently and in a team
- Strong analytical and problem-solving skills
- Willingness to travel as required
- Bachelor's/Masters degree or MBA/BBA or a related field

#### **SCREENING QUESTIONS**

Do you have experience of tendering on tendering via GEM, NCDFI, and State Government E-Procurement (E-Proc) and other similar portals? Yes/No

Do you have experience in sales via tendering for Veterinary Feed Supplements, Consumer Hygiene and Human Nutrition products? Yes/No

**Please Send Your Resume At: [contact@pmspl.net.in](mailto:contact@pmspl.net.in)**