



Position: Executive Officer Sales (Grade IV)

Minimum Qualification	Post Qualification Experience	Max. Age (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none"> • MBA • M.Sc • MA • M. Com • LLB • BBA (4 yrs) 	Minimum 5 years	38	<ul style="list-style-type: none"> • Supervision of processing of consumer applications. • Preparation of periodical reports. • Redressal of complaints received from the consumers, applicants, various governing bodies, authorities and general public regarding Sales matters • Meeting annual targets

Essential Skill Requirements:

- Proficient in the use of MS-Office
- Good oral and written skills
- Leadership qualities
- Working under stress
- Analytical Skills – Analysis of data