



Position: Sales Officer (Grades II & III)

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) 	1 to 3 years (Minimum)	35	<ul style="list-style-type: none"> • Perform/ supervise all sales activities required to expand consumer base. • Process new applications submitted by consumers and meet the annual targets. • Preparation of monthly/weekly reports. • Redressal of complaints from all consumers and applicants.

Essential Skill Requirements:

- Proficient in use of MS Office & Internet
- Good Oral and Written Communication
- Team Player
- Possess good listening skills