

Job Description

Sales Intern, Bangalore

Key Responsibilities

- Identifying potential prospects for KATHA Books that includes Schools, Distributors, Retailers, Non-Profits and Government Departments
- Identifying new opportunities with existing and new customers
- Creating and updating customer and opportunity profiles
- Communicating with customers via email, phone or WhatsApp
- Emailing quotes / proforma invoices, negotiating terms and closing orders
- Following-up on payments to collect them before due dates
- Reporting on sales, deliveries and collections

Skills

- Highly self-motivated
- Ability to learn fast
- Excellent attention to detail
- Good written & verbal communication – English & Kannada (Hindi is an added advantage)
- Ability to independently communicate with customers
- Advanced user of MS Excel / Google Sheets and MS Word / Google Docs

Education

- Graduate or students graduating in 2024