

Dear Sir,

This is the reference to the face to face conversation held between you and Mr. Sajal Singh regarding Pehal initiative.

Over a period, it is being observed that finding good job opportunity is a big challenge in today's competitive environment, where in every candidate looks forward to work for a big brand to create their own identity.

To meet the expectations of such potential candidates, EDDL in association with **Escorts Limited** has started "**Pehal**" initiative with an objective to fulfil skilled manpower requirement at our channel partners end to enhance their coverage, efficiency, sales productivity and brand presence in their local region.

The initiative was started in **2017** with an objective to extend dealership arms to maximize their performance by maximizing their reach. In the last few months, the results are very encouraging, we have trained and deployed about **142 candidates** across **74 dealerships**.

It is a good opportunity for both of us to join hands and deploy the right potential candidate at right working place.

**PROFILES:**

1. Dealership Sales Executive (JD attached)
2. Dealership Service Technician
3. Computer Operator (JD attached)
4. Workshop Manager
5. Tele caller
6. Helper/Office boy (JD attached)

S.NO.	CONTACT PERSON	INTERVIEW DATE	INTERVIEW LOCATION
1	MR. SAJAL SINGH +91 9205945306	SATURDAY, SEPTEMBER 15, 2018 AT 10:30AM ONWARDS	SHAKTI MOTORS, AGRA, B-1 LAWYERS COLONY, BYE PASS ROAD, AGRA-282005

**INTERNSHIP PERIOD** has three phases as follow:

1. **Pre-internship:** - Selected candidates will be deployed at the dealership for **one-month pre-internship (On-Job Training)** under structured programme. Candidate will get stipend as per tractor industry standard.
2. **Practical Training:** - The candidate will undergo 15 days' residential product **training at ETDC, Bengaluru** on company cost.
3. **Post Internship:** Below are other additional benefits that candidate will get after his internship period is over:
  - Joining bonus as per industry standard.
  - Additional incentives as per tractor industry standard.
  - Insurance cover of 3 lakhs.
  - Awards & Recognition and visit to Plant in Faridabad, lunch and dinner with our Sales chief and RBM respectively.
  - Capability & personality development thru E-Star application.

**Stipend during the internship period will be as per tractor industry standard, particularly between 5-15K.**

**To proceed further, I would request you to please share a list of interested candidates with Mr. Sajal Singh for a F2F / telephonic interview.**

Below is the sample of text message that is send out to the candidates:

प्रिय उम्मीदवार, एस्कॉर्ट्स लिमिटेड के पहल कार्यक्रम के अंतर्गत योग्य उम्मीदवारों का शनिवार, 15th सितम्बर 2018 को कौशलविकास एवं रोज़गार के लिए "शक्ति मोटर्स, B-1 लॉयर्स कॉलोनी, बाई पास रोड, आगरा-282005" पर चयन किया जायेगा. अधिकजानकारी के लिए संपर्क करें- श्री. सजल-9205945306. धन्यवाद

If you have any questions or concern, please do not hesitate to write/call back to me.

Thank you,

Warm regards-



(An initiative of ESCORTS LIMITED)

## JOB DESCRIPTION

**PROFILE:** COMPUTER OPERATOR | OFFICE BOY

### **COMPUTER OPERATOR: KEY RESPONSIBILITIES**

- Entering data in ESMS and in other software.
- Update dispatch details and payments in system.
- Processing sales order & credit notes
- Generating invoices and Process Goods Receipt Note
- Coordinate with staff with on time delivery of dispatch material.
- Handling queries of parties regarding supply/ service issues.
- Prepare monthly sales and other reports in excel.
- Pass collection entries in system.
- Maintaining records of Cheque /DD
- Preparing MIS reports

### **QUALIFICATIONS AND TRAINING REQUIRED:**

- Good Knowledge of M.S. Office (Excel)
- Candidate Should have Extensive Hands-On Experience in Internet, Emails and Ms Word.
- Candidate Will Be Responsible for Sending Business Related Emails, Preparing Bills in Ms Word and Making Entries in Portal.

### **OFFICE BOY: KEY RESPONSIBILITIES**

- Day to day office work indoor- Property maintenance & outdoor- delivery, banks, other outdoor jobs. Assisting all the employees.
- Maintaining Office- Repairs & renovation calls to required service provider e.g. Electrician, plumber, telephone repair, carpenter, kadyas, etc.
- Providing stationary items & keeping the same.
- Handling printing & scanning of documents, Serving tea/water to clients & staff.
- Basic Bank work knowledge, Pantry Management-Serving Tea/Coffee/ Lunch/ Snacks, Office & Staff Related Work
- Other Office related work like Filing, etc

### **QUALIFICATIONS AND TRAINING REQUIRED:**

- Good communication skills-interpersonal and profession.
- Handling and organising skills.

### **SALARY EXPECTATIONS**

- Salary depends on skills and experience but would typically be from Rs 5K to Rs 12K per month.

### **For more clarification:**

Please get in touch with respective SPOC or call/email us: [pehal@escorts.co.in](mailto:pehal@escorts.co.in) | +91 9821254557  
(Helpline number, Mon-Fri : 9:30 – 6:00PM)



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### JOB DESCRIPTION

**PROFILE:** DSE- Dealership Sales Executive

Sales executives are the key point of contact between an organization and its clients: answering queries, offering advice and introducing new products.

#### THEIR WORK INCLUDES:

- Prospecting, qualifying and generating Tractor Sales leads/ enquiries
- Driving the conversion of the generated enquiries to tractor delivery thru regular follow-ups
- Monitoring and self-review on Super Hot/ Hot/ Warm / Cold enquires.
- Maintaining accurate records for prospects.
- Visit potential customers, influencers, Opinion makers and old customers.
- Organizing sales visits. Entertaining customer's product and commercial queries.
- Demonstrating and presenting products.
- Negotiating & Finalizing Sales terms and closing sales.
- Aiming to achieve monthly or annual targets.
- Gather market and customer information and provide feedback on buying trends.
- Representation at trade exhibitions, events and demonstrations
- Identify new markets and business opportunities
- Establishing good relations with major financiers for easy and fast financing.
- Establishing good relations with Influencers, Opinion Makers and existing installed base.
- Conducting various company and dealership led promotional activities to generate business enquiries and to create awareness buzz at market place.

#### QUALIFICATIONS AND TRAINING REQUIRED:

- Minimum 10<sup>th</sup> passed
- Must be between 22-26+ years old
- Have ITI certificate and any previous experience in sales (Not mandatory)

#### KEY SKILLS FOR SALES EXECUTIVE:

- Excellent communication skills. A confident and determined approach.
- Resilience - and the ability to cope with rejection
- A competitive streak, Maturity, Confidence, Self-motivation and drive,
- Perseverance, Patience and Commercial awareness.
- To have good Numerical skills and knowledge of his dealership defined territory.
- To have good knowledge of the product selling with commercial aspects.
- To have good repo with Influencers, Opinion Makers and old customers.
- Acceptability amongst farmer community.

#### SALARY EXPECTATIONS

- Salary depends on skills and experience but would typically be from Rs 5K to Rs 15K per month with applicable TADA.
- **Other Benefits:** Accidental Insurance cover of 3 lacs, Incentives and Joining bonus, Rewards and Recognition, Personality Development Training, Capability enhancement applications access etc.

#### FOR MORE CLARIFICATION:

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