

https://jobable.govhelp.in/job/sales-assistants-free-job-alerts-12th-pass-jobs-in-jsw-steel/

# Sales Assistants - Free Job Alerts - 12th Pass Jobs in JSW Steel

# Job Location

India

Remote work from: IND

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# **Base Salary**

USD 12 - USD 21

# Qualifications

Graduate, 12th

# **Employment Type**

Full-time

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# **Description**

# Sales Assistants

As a Sales Assistant, you will play a crucial role in supporting our sales team by providing administrative and operational assistance.

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# **JWS Steel Careers**

# Responsibilities:

- Managing customer inquiries and requests through phone, email, and inperson interactions.
- Preparing and updating sales reports, presentations, and other documents.
- Scheduling meetings and appointments for the sales team.
- · Assisting with order processing and ensuring timely delivery.
- Maintaining accurate records and databases related to sales activities.
- Researching competitor activities and market trends to support sales strategies.
- Contributing to a positive and professional work environment for the sales team.

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# Hiring organization

JWS Steel

# Date posted

February 9, 2024

# Valid through

31.08.2024

**APPLY NOW** 

# **Latest Jobs**



# JWS Steel Jobs Near Me

#### Skills:

- Excellent communication and interpersonal skills, both written and verbal.
- Ability to prioritize tasks, manage time effectively, and meet deadlines.
- Strong organizational skills and attention to detail.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to learn new software and processes quickly.
- Positive attitude, willingness to learn, and a strong work ethic.

# Tags:

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