



DOSHION is a group of companies engaged in the field of **WATER AND WASTE WATER TREATMENT, RECYCLING AND REUSE** through their various business verticals to provide **ONE STOP SOLUTION** for any of their clients' needs since last 47 years. **DOSHION** provides **TURN KEY SOLUTIONS** through **EPC PROJECTS** & also makes equipments, chemicals & consumables.

DOSHION POLYSCIENCE PVT. LTD. is one of the leading vertical of **DOSHION GROUP** engaged in the field of manufacturing **ION EXCHANGE RESINS, PHARMA POLYMERS AND MEMBRANE PERFORMANCE CHEMICALS**. We have **PAN INDIA** operations and the company exports its products to more than 40 countries worldwide. For more information about us you can visit our website – www.doshionpoly.com

Sales Coordinator

[1 x Pharma / 1 x I.E.R Division]

-  **Experience** : 2 to 5 Years
-  **Package** : INR 2,40,000 – 3,60,000 P.A.
-  **Location** : Ahmedabad
-  **Openings** : 2 Posts

Job Description:

- Ensure conveying the required policies, processes, SOPs to the field staff to have awareness about the processes.
- Co-ordination with HR department for attendance records, visiting cards, etc. of field staff
- Coordinate & arrange the travel arrangements of the sales team as & when required.
- Prepare the Data Analysis of monthly primary & secondary sales of the product as per allocated territory
- Prepare various field working data of secondary sales, daily call reports, expense reports etc.
- Prepare the Incentives details & maintain the data as per the approved policies.
- Verify expenses of all the field staff & co-ordinate with accounts/finance/management for further approvals and smooth payment.
- Update the details of field staff in ERP and manage primary customer data.
- Any other tasks not listed here, deemed fit to the profile, allocated by HOD/Management.

Education: : B. Com / M. Com / B. Sc / BBA / MBA

Role : Sales Coordination

Industry Type : Pharmaceuticals, Ion exchange Resins, Chemicals

Functional Area : Sales Coordination, MIS Reporting