

IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)

Adv. No.: iHub-Anubhuti/2024/Hiring/07

Date: 27/03/2024

Advertisement inviting applications for the Position Young Professionals (Sales)

We are [IHUB ANUBHUTI-IIITD FOUNDATION](https://www.nmicps.in), a Section-8, Not-for-profit Company at Indraprastha Institute of Information Technology Delhi (IIIT-Delhi) under the [National Mission on Interdisciplinary Cyber-Physical Systems \(NM-ICPS\) of the Government of India](https://www.nmicps.in). See <https://www.nmicps.in> for more details.

We are a Technology Innovation Hub supported by the Department of Science and Technology (DST), Govt. of India. Our charter includes creating Intellectual Property, Products and develop collaboration between industries, academic institutions and government agencies to innovate and developing data-driven cognitive computing solutions leveraging artificial intelligence and machine learning.

Visit <https://ihub-anubhuti-iiitd.org> to understand more about our mission, our work, our people and our innovations.

Job Summary:

As a Young Professional in our Sales Team, you will play a vital role in supporting our sales operations and ensuring seamless coordination between our sales team and back-office support. Your proficiency in MS Office, strong communication skills, and ability to coordinate effectively will be essential for success in this role.

Number of Posts: 2

Key Responsibilities:

1. Assist the sales team in various administrative tasks such as preparing sales presentations, reports, and proposals using MS Office suite.
2. Maintain accurate records of sales activities, customer interactions, and transactions.
3. Coordinate with various stakeholders.
4. Serve as a liaison between the sales team and other departments, ensuring clear and efficient communication.
5. Communicate effectively with clients and prospects via email, phone calls, and in-person meetings.
6. Coordinate schedules, appointments, and travel arrangements for the sales team members.
7. Organize and maintain databases of sales leads, customer information, and product inventory.
8. Analyze sales data to identify trends, opportunities, and potential areas for improvement.
9. Generate regular reports on sales performance, forecasts, and market trends.
10. Conduct thorough market research and analysis to identify emerging trends and opportunities in various industries.

Qualifications:

1. Graduate / Post Graduate with IT background from a recognised institution with 2-4 years of experience in Sales, back office role or a related field.

Regd.Office: GB Pant Polytechnic Extension, Okhla Phase-III, Delhi-110020, South Delhi, India

Tel: +911126907400

CIN: U73100DL2020NPL374793

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2. Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.
3. Proven experience in sales support, administrative role preferred.
4. Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).
5. Excellent communication skills, both verbal and written.
6. Strong organizational and coordination skills with attention to detail.
7. Ability to work independently and as part of a team in a fast-paced environment.
8. Flexibility to adapt to changing priorities and multitask effectively.
9. Ability to work in a fast-paced, dynamic environment and manage multiple tasks simultaneously.

Necessary Traits

1. Attention to Detail
2. Proactive, positive, and self-organized
3. Able to communicate ideas clearly and concisely.
4. Ability to work under pressure.
5. Excellent professional and work ethics.
6. Collaborative Team Player
7. Deep sense of accountability & ownership

Salary Range: INR 7.2 Lakhs to 9.6 Lakhs annually.

Other Benefits

1. Positive and Professional work environment and culture
2. 30 days of Paid Leaves
3. Paid Sick Leave
4. On Campus cafeteria, gym, yoga, swimming pool and other sports facilities

Work Location: New Delhi - Onsite @ IIT-Delhi Campus, Delhi 110020

General Instructions:

1. iHub-Anubhuti reserves the right to restrict the number of candidates for the further recruitment process to a reasonable limit, on the basis of qualification and experience, etc.
2. iHub-Anubhuti also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
3. Eligibility of a candidate to the post will not automatically mean that he/she will be shortlisted and called for further recruitment process. No request in this regard will be entertained for review etc.
4. Shortlisted candidates will be informed for further recruitment process through registered emails only.
5. The selected candidate will be expected to join within a month from the date of Offer of Appointment.

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How to Apply:

Interested candidates may apply on the [Application Form](#). Only shortlisted candidates shall be called for the further recruitment process. The decision of the management for the shortlisting and selection will be final.