

Sales executive (fresher)

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Full-time | CTC: [CTC for the full-time role]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is hiring a sales executive for the [Team] team. You will [sell by phone and video / visit customers in an assigned territory / serve customers at our store]. You will understand customer needs, explain suitable products, prepare quotations and follow orders through to delivery and payment. A senior colleague will train you on the product, pricing and approval limits before you handle customer enquiries independently.

What you will do

- Learn the product range, price list and approved discount limits well enough to answer customer questions without checking each time.
- Handle [assigned enquiries by phone and video / planned customer or dealer visits / walk-in enquiries at the store], and record each contact.
- Ask each customer about their need, quantity, timeline and current supplier before recommending a product.
- Demonstrate the product in person or on a call, and prepare a quotation after confirming specifications, availability and approved pricing.
- Negotiate within the limits your manager has approved, and escalate anything outside them instead of promising it.
- Follow up on quotations at agreed times within the team's contact policy, record each outcome with the reason for any lost sale, and stop contact when a customer asks.
- Pass confirmed orders to the dispatch or order-processing team with the correct specification, address and payment terms, then check that delivery happens.
- Remind customers politely about pending payments and tell your manager early when one is delayed.
- Contact customers after delivery to resolve small issues and ask for repeat orders or referrals.
- Submit the daily sales report with visits or calls, quotations and orders before the day ends.

What we are looking for

- Comfortable talking to customers, face to face or on the phone, about price, delivery and after-sales support in the local language and in basic English or Hindi.
- Quick to learn product details and able to explain them in simple words.
- Accurate with numbers: can prepare a quotation with the right quantity, rate and total, and check someone else's.
- Willing to follow the work pattern in the post, whether that is travel within an area, fixed calling hours or standing hours in a showroom.
- Comfortable using a smartphone, WhatsApp and email to share brochures, quotations and photos.
- Honest about what the product can and cannot do, even when it costs a sale.

- Reliable with daily reports and follow-ups.

Good to have

- Earlier selling of any kind, such as a stall at a college fest, work in a family shop or weekend retail work.
- Fluency in the main language of the territory.
- A valid driving licence and comfort riding a two-wheeler, for field roles.
- Basic knowledge of the industry you sell into.
- Basic spreadsheet or CRM use.

Who can apply

Any graduate can apply; BBA, B.Com, BA and B.Sc freshers are common, and field or retail roles often take higher secondary pass candidates who talk well to customers. Match the filter to the product: a technical product may need a diploma or B.Tech, while a consumer product usually does not.

How to apply

Apply through this job post by [\[Apply by\]](#). Shortlisted candidates will hear from us about the next steps.

Sales executive intern

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Internship | Duration: [Internship duration] | Stipend: [Stipend for the internship]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is looking for a sales intern to support our sales team on the ground. You will shadow senior executives on customer visits and calls, help prepare quotations and follow up on enquiries. You will learn the product and customers' questions, and see how a sale moves from enquiry to order and payment. This suits a student who wants to understand selling before choosing it as a career.

What you will do

- Shadow a senior executive on customer visits, store visits or calls and write up what you saw.
- Prepare quotations from the price list for a senior to check and send.
- Follow up on enquiries by phone or WhatsApp using the approved message.
- Help set up product demonstrations and displays, and gather customer feedback afterwards.
- Keep the visit and enquiry tracker up to date every day.
- Collect competitor prices and offers from shops or websites and share them in a sheet.

What we are looking for

- A student in any stream; BBA, B.Com and B.Sc students are a common fit.
- Comfortable talking to customers and asking questions.
- Able to travel locally for visits if the work is in the field, with the cost arrangement stated in the post.
- Basic spreadsheet skills.
- Free on the days and hours the post asks for.

Who can apply

Any graduate can apply; BBA, B.Com, BA and B.Sc freshers are common, and field or retail roles often take higher secondary pass candidates who talk well to customers. Match the filter to the product: a technical product may need a diploma or B.Tech, while a consumer product usually does not.

How to apply

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Screening questions to add to your job post

1. **Have you sold anything before, such as at a fest stall, in a family shop or online? What did you sell and how did you find buyers?** Selling anything to a stranger is stronger evidence than a sales course, and the answer shows how the applicant finds customers.
2. **This job involves [visiting customers in an area / selling by phone / working at the store counter] on most days. Are you comfortable with that?** Field, inside and retail jobs need different habits. Asking plainly keeps an applicant who wants a desk job from accepting a field post.
3. **A customer says a competitor's price is lower. What do you say or ask first?** A strong answer asks what the customer is comparing, such as delivery, support or quality, before offering any discount.
4. **A customer asks for something our product cannot do. What do you tell them?** Looks for honesty and an alternative or an escalation, instead of a promise that comes back later as a return or a complaint.
5. **A quotation has had no reply for a week. What are your next steps?** Shows whether the applicant has a real follow-up habit: a call, a message, then a visit or a revised offer, and a decision to close a dead lead.
6. **Which languages can you sell in, and which can you write a quotation in?** Matches the applicant to the territory and the paperwork.
7. **A customer asks for a discount beyond your approved limit. What would you do?** Look for checking the customer's concern first and seeking approval before any commitment is made.