

Interested candidates may appear for virtual Interview on 11th January 2022 at 10 am with prior intimation to hr@kiht.in before 07th January 2022 by sending an email with all educational certificates, pay-slips of previous three months, experience certificates and other documents. Eligible candidates will be shared with virtual link for attending the interviews.

### **Fellow/ Scientist – Sales**

#### **Terms of Reference:**

1. Candidate should be Familiar and have knowledge in the following fields of:
  - Drafting of Tender Related Documents
  - Handling e-portals and use of digital signature
  - Direct client engagement
  - Coordinate and collaborate with stakeholders
  - Preparation of Quotations & Proforma Invoices
  - Preparation of Purchase Indent Forms
2. Undertake the assignments, which may be assigned from time to time.

#### **Eligibility:**

1. Qualification: MBA / PGDM in Sales & Marketing or in relevant field. Candidates with Biotechnology / Biomedical exposure may be given preference.
2. At least 2-4 years of experience in the relevant filed
3. Computer literacy including advanced proficiency with Microsoft Office (Excel, Word & PPT).
4. Excellent communication and presentation skills, analytical, problem-solving skills and interpersonal abilities, Decision-making, excellent oral and written communication skills in English.
5. Must have Business Drafting and Writing skills
6. Must have Team Spirit, Agility, Leadership, Initiative, time management, prioritising and the ability to handle a complex and varied workload.
7. Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company.
8. Willingness to Travel.
9. Ability to handle urgent matters, multiple tasks, simultaneously and quickly complete the assigned tasks
10. Age upto 35 years.

