

**Dear Mr. Sekhar**  
**Greetings to you!**

As per the discussion that I have had with you today on the telephone . These are urgent vacancies need to be filled immediately. Will appreciate your help. Freeze Thursday for the Campus interview April 18,2013.

**Requirements at various branches of KUN Group:( Hyundai/ Chevrolet/BMW)**

1. **Sales Consultants Male** : Kondapur Branch - 12 , Kowadiguda Branch 5, Nagole Branch 7, Khairtabad Branch 6, ECIL Branch 3. Shaikpet Branch 5,
2. **Sales Telcallers Female** : Shaikpet & Kondapur - 4 , ECIL Branch 2
3. **Sales Consultants Females/ Showroom Hostess Female**: Kondapur 5, Shaikpet 4 and Khairtabad Branch - 2 . Nagole Branch 1,ECIL Branch 02

Find attached herewith the Job Profile. The interview consists of 2 rounds initial screening and final round both oral rounds.

We need the candidates to join us immediately. Sales Consultants should have their own bike.

Regards,

Head - Human Resource Department.

**K U N Automobiles P Ltd.**, 1-3-1045, Kawadiguda Road, Near Hotel Marriot, Hyderabad – 080.

[kunhr.rahul@gmail.com](mailto:kunhr.rahul@gmail.com)

<b>TITLE:</b>	Sales Consultant
<b>DEPARTMENT:</b>	Sales
<b>REPORTS TO:</b>	Team Manager/Showroom Manager

### 1. SKILLS AND EXPERIENCE:

- Sales experience (preferably in the automotive industry).
- Current driver's license.
- Excellent communication and negotiation skills.
- Presentable & pleasing personality.

### 2. BASIC FUNCTIONS:

- Act as the principal contact between the Vehicle Sales Department and new vehicle customers.
- Provide customer satisfaction while meeting Dealership profit on sales objectives.

### 3. SPECIFIC RESPONSIBILITIES:

- **Sales**
  - a) Consistently meet the monthly car sales target.
  - b) Maintain average gross profit according to Dealership policy.
  - c) Prospekt for customers using mail, telephone, personal contacts and referrals etc.
  - d) Maintain an owner follow-up system that encourages repeat business and generates leads.
  - e) Develop and maintain a record of all enquires (telephone, walk-in etc.) on a daily basis.
- **Customer Satisfaction**
  - a) Handle new vehicle customers in accordance with Dealership policy.
  - b) Greet each customer promptly and courteously upon arrival.
  - c) Deliver all sold vehicles personally; Conduct the delivery in accordance with Dealership and GM guidelines.
  - d) Work with the Mechanical Service

b) Check trade-in against valuation.

c) Explain the vehicle service book and warranty to the customer.

- **Interdepartmental Relations**

a) Establish and maintain good working relationships with other departments to reduce conflict and maximise Dealership profitability.

- **Housekeeping**

a) Complete all sales documents completely, accurately and promptly.

b) Keep desk and office organised in a neat and orderly condition at all times.

c) Keep demonstration vehicle with all accessories in a clean and professionally presentable condition at all times.

d) Rearrange display vehicles as required or at the discretion of the New Vehicle Manager.

- **Professional Development**

a) Attend training programs as requested by management.

b) Maintain a thorough knowledge of all current product benefits and features including: models; series; new features; specifications; prices; colours; options; packs and accessories.

c) Maintain a sound knowledge of competitive products.

- **Quality**

a) Report all customer complaints (internal and external) and conditions that are adverse to

