

**Position:** Pre-sale Executive / Proposal Coordinator

Join a young and dynamic team, which opens the doors of the world to you. With clients in more than 7 countries, by joining us, you can become part of the continual growth. In addition to the interesting nature of the assignments, a very enriching experience is what we offer.

**About Us:** Faber Infinite is one of the finest and growing global management consulting and training organizations with expertise in helping client organizations implement Transformation (Change) Management and Business Excellence practices in order to become more effective, efficient and flexible. Faber Infinite is closely working with clientele across India, Africa & Middle East.

**Location:** Baroda

**Compensation:** up to 3 LPA (Salary no bar for right candidate)

**Desired Qualification:** BBA, BBM, Mass communication.

**Desired Skills:**

- Fresher - 1 year of experience in selling professional services / B2B products
- Excellent written and spoken communication, time management, social awareness, attention to detail, critical and analytical thinking, problem solving
- Experience in sales and providing proposals and quotes based on customer needs
- Strong communication and interpersonal skills with aptitude in building relationships with professionals of all organizational levels
- Good market knowledge and should have good exposure to sales
- Ability to be a high impact player on multiple simultaneous engagements
- Ability to think strategically, balancing long and short-term Priorities

**Job Description:**

- Acquire a thorough understanding of key customer needs and requirements
- Coordinate and review/edit proposal input from a variety of stakeholders, typically involving contributions from sales, marketing, product teams, finance, commercial, legal and delivery
- Ensuring that documents are secured and in keeping with company standards, facilitating the proposal review process, and guiding production of the final draft.
- Manage and design business proposals. You will assist in the design, storage, and finalizing of completed business proposals.
- Work to communicate the proposal in various ways, including graphic layouts and PowerPoint presentations
- You will be developing a template for all future proposals or ensuring that an established template is followed.



- Also need to be skilled in an office productivity suite like Microsoft Office and a design-based software
- Need to be able to accurately proofread the entire proposal
- Protect organization's value by keeping information confidential.
- Enhance organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

