



Kerala Cooperative Milk Marketing Federation

No. CMD/KCMMF/08/2023

November 24, 2023

NOTIFICATION

Kerala Cooperative Milk Marketing Federation, popularly known as MILMA, engaged in the procurement, processing and marketing of Milk & Milk Products invites applications from interest candidates for the position of **Sales Officer** on contract basis.

Interested candidates may apply ONLINE through the website of Centre for Management Development (CMD), Thiruvananthapuram (www.cmd.kerala.gov.in) by satisfying themselves with the terms and conditions of this recruitment. **The initial tenure of appointment will be for one year.**

Schedule of Events:

Start date for submitting online application: 24/11/2023 (10.00 AM)

Last Date for submitting online application: 04/12/2023 (05.00 PM)

Position	Qualification and experience	Annual Salary	Upper Age Limit as on 24.11.2023
Sales Officer Location: North Kerala (Vacancy: 01)	<ul style="list-style-type: none">• Must be a MBA graduate• They should also have a minimum of 3 years of experience in sales, preferably in FMCG• Excellent sales and negotiation skills• Provide on-the-ground support for sales associates as they generate leads and close new deals• Sell to existing and potential direct accounts as well as provide sales support to distribution partners to participate in closing and orderor to facilitate and add value tothe selling process• Continually assess current business distribution channels, develop and evaluate their performance and manage conflict ensuring alignment withterritory plans• Effective decision making and problem-solving skills and excellent verbal and written communication skills• Ability to demonstrate initiative and work well in a fast -paced environment	Rs.3.5 to 4.8 lakhs CTC+TA/DA+ Incentives	40 years

The Roles and Responsibilities of the post are given below

Sales Officer (SO)

- Developing sales strategies and plans to achieve sales and profit goals by leading, developing and motivating sales associates
- Providing ongoing training, motivation and development of sales team to ensure that sales and profits are effectively managed and maintained
- Meeting or exceeding targeted sales quotas and productivity standards
- Providing consistent and motivated leadership and direction to all staff and team members
- Building strong relationships with key accounts
- Build a strong pipeline and ensure accurate sales forecasting and account planning
- Coordinating with other teams to ensure smooth delivery of products and services
- Prepare regular reports and participate in regular meetings to review performance
- Analysing market trends and competitor's activities and formulating strategies to respond to these
- Travelling to potential and existing customers within an assigned sales area to present company offerings and build brand awareness

Selection Methodology

The applications will be subjected to a scrutiny based on the details provided by the candidate, and a list of candidates eligible for the test/proficiency assessment will be prepared. A shortlist of the candidates who qualify the test/assessment will be prepared, and those candidates will have to appear for an interview. The appointment of candidates will be based on the performance in the test/assessment and interview subject to the fulfilment of other eligibility criteria, as per the norms prescribed by the Organisation.

Instructions for Scanning of Photograph & Signature

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200 kB in *.JPG format only].
- Candidate shall make his/her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50 kB in *.JPG format only].
- The candidate has to scan his/her full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not be signed by any other person.
- The candidate has to scan and upload CV (in *.PDF format) and all other

relevant documents for proof of age, caste, educational qualification and experience in the space provided in the online application [each scanned image shall be less than 3 MB in *.JPG format only].

General Instructions

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.
- CMD shall not be responsible for any discrepancy in submitting the online application.
- Applicants must compulsorily fill-up all relevant fields of the Online application.
- Incomplete/incorrect application form will be summarily rejected. The KCMDD/CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the application form at the time of submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
- The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the Online application form do not tally with the Original documents produced by the Candidate, his/her candidature will be rejected.
- KCMMF/CMD reserves the right to fill or not fill the posts advertised.
- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for written test/proficiency assessment/interview through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number.
- Equivalency certificate of the respective University shall be produced for considering any other degree with reference to the notified degrees.
- The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate.

Authorised Signatory