



## HIRING FORM

## Hiring Information

Position Title: Product Management Trainee

Requisition Date: **30th June, 2022**

Department: Product Sales

Location: Karachi

Reports To: General Manager - Commercial

No. of Positions: Two (2)

Position Type:

- |                                     |         |                          |           |                          |              |
|-------------------------------------|---------|--------------------------|-----------|--------------------------|--------------|
| <input type="checkbox"/>            | Intern  | <input type="checkbox"/> | Temporary | <input type="checkbox"/> | New Position |
| <input checked="" type="checkbox"/> | Trainee | <input type="checkbox"/> | Permanent | <input type="checkbox"/> | Replacement  |

## Job Overview/Description of Duties

Trainee shall be inducted for Three (3) months which includes the following at minimum:

1. Training/Exam General Management
2. Training/Exam – IT Security Specific
3. On job tasks like customer meeting, cold calling etc.
4. Product Training/Certification – vary per product sales team

Subsequent, to above in light of performance the trainee **might be** hired in respective team on Junior sales position subject to company approval/requirement etc.

Further, to hiring – the candidate shall be responsible for the following tasks though may change at the discretion of the concerned Line Manager.

Tasks include but are not limited to the below-mentioned:

1. Develop and maintain knowledge and expertise on assigned product/service.
2. Draft and submit competitive financial proposal
3. Tender documents preparation/submission
4. Coordination with different LoBs to complete the tasks assigned in timely manner
5. Maintain an up to date list of opportunities for assigned product groups on CRM
6. Customer interaction – in person, email, phone for the assigned tasks or as/when required
7. Period report/updates to vendors/management
8. Other task/duties as and when required by company or line manager.

Roles/responsibilities particular to Product Sales team:

1. Partner recruitment/onboarding
2. Arrange/hold enablement session
3. Conduct sales planning session
4. Track performance with respect to agreed/assigned KPIs
5. Regular reporting

**Essential Requirements**

Degree Specialization	Years of Experience	Type of Experience
Preferably IT/Business Graduate with interest in pursuing IT sales profession	Fresh/1 year or less	Sales, Marketing Logistics, Office Coordination, CRM, etc.

**Skills/Trainings/Certifications Preference**

- Must have excellent written and verbal communication skills.
- Computer proficient
- Ability to work as part of a team
- Can work under pressure and willing to work extended hours as and when needed

**Interested candidates may share their job applications along with resume to Ms. Urooj Irfan [urooj.irfan@infosecurity.com.pk](mailto:urooj.irfan@infosecurity.com.pk)**

