

## Job Description

| 1. JOB DETAILS:  |   |
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| Position Title:  | Sales Support Executive                   |
| Company/Location | 3D Future Technologies Pvt. Ltd. (Mumbai) |
| Reports to:      | National Sales Manager                    |

| 2. OVERVIEW OF COMPANY   |
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| <p>Flash Orthodontics, a brand of clear aligners from 3D Future Technologies Pvt. Ltd. A start-up in the field of Additive Manufacturing/3D Printing with a special interest in healthcare. The company has ambitious &amp; aggressive plans with a vision to be a major player in this segment. Know more about us at <a href="http://www.3dfuturetechnologies.com">www.3dfuturetechnologies.com</a> or <a href="http://www.flashorthodontics.in">www.flashorthodontics.in</a>. Subsidiary of the ADOR Group – (established in 1908 with its core businesses in Industrial Products &amp; Services). More at - <a href="http://www.adorgroup.com">www.adorgroup.com</a></p> |

| 3. OVERALL JOB PURPOSE:   |
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| <ul style="list-style-type: none"><li>Responsible for supporting the sales team members in coordinating with the design team, production and accounts</li></ul> |

| 4. KEY ACCOUNTABILITIES:  |
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| <ul style="list-style-type: none"><li>Provide the sales support to full sales on the following fronts – policy clarifications, email formats, case records checking, special requests etc.</li><li>Responsible for the centralised scan booking and order tracking for customers across the nation</li><li>Maintaining the complete records of cases from scanning till upload pending</li><li>Maintaining the google spreadsheets for Patient IDs, Case Reviews, Scans Conducted, Cases Uploaded etc.</li><li>Maintaining the order status of each patient to provide an update to the Orthodontists</li><li>Should be keen to take up special project</li><li>Sending the regular MIS to the management</li></ul> |

| 5. QUALIFICATIONS, EXPERIENCE & SKILLS:  |
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| <p><b>Qualifications:</b></p> <ul style="list-style-type: none"><li>Bachelor of Dental Surgery (B.D.S)</li></ul> |

**Minimum Experience:**

- 0-3-year work experience.

**Specific Skills & requirements:**

- Should have good and sound knowledge of Dental Anatomy.
- Ready to work on Software.
- Should demonstrate the ability and willingness to learn business skills
- Strong Interpersonal and communication skills
- Should be active and motivated to work in a team.

**Contact Details**

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