

Sales Executive – Central Marketing Department

Details about the job opening: The Bombay Natural History Society (BNHS), India's oldest NGO dedicated to the conservation of flora and fauna, is looking for a dynamic professional to join its Central Marketing Department. BNHS is seeking qualified personnel who are passionate about nature conservation and possess the commercial acumen to drive the Society's outreach and financial sustainability. The position offers a unique opportunity to contribute to conservation by expanding the Society's network of members, sponsors, and supporters.

Job Specification for Sales Executive: The selected person will be responsible for generating revenue through product and publication sales. The role includes enrolling corporate and individual members. The person will also work on sponsorships and advertisements. Key responsibilities include managing online sales, arranging exhibitions, and handling counter sales.

Essential and Desirable qualifications are as follows:

1	Name of Position	Sales Executive
2	Emoluments	INR 25,000/- per month, plus Personal Accident Policy.
3	Duration	Initially for 1 year, extendable based on performance.
4	Experience	1–3 years of experience in sales, marketing, or business development
5	Location	Hornbill House, Mumbai
6	Type of engagement	Contract Based
7	Essential Qualification	<ul style="list-style-type: none"> • Graduate in any discipline (Marketing / Commerce preferred) • Diploma or certification in Sales or Marketing will be an advantage
8	Skills & Competencies	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Ability to convince and build relationships with clients and members • Basic knowledge of MS Office (Word, Excel, Email) • Target-oriented and self-motivated • Willingness to travel for meetings, events, and exhibitions
9	Key Responsibilities	<ul style="list-style-type: none"> • Generating revenue through product and publication sales. • Identify new sales opportunities and approach potential clients • Making the corporate members and individual members • Work on sponsorships and advertisements • Maintain good relationships with existing clients and members. • Manage online sales, arrange exhibitions, and handle counter sales. • Maintain sales records and prepare basic reports
10	Age Limit	Up to 30 Years

(Note: While submitting the application, advertisement no. (Advt. No. 01/2026) is to be mentioned in subject line)

General Instructions

- Interested candidates can send their application in the format attached along with a detailed CV, within **15 days**, by giving two references. While applying, the candidates should mention the **Name of the post** and the **advertisement number** in the subject line of the email Eg: '**01/2026- Application for the post of Sales Executive**' and email the completely filled in application on: cv.hr@bnhs.org, director@bnhs.org.
- BNHS reserves the right to reject any candidature in view of incomplete information or for any other reason thereof.

Application for the post of Sales Executive

Space for
photograph

- Name in full (in BLOCK letters) : _____
- Date of Birth : _____
- Nationality : _____
- Father's /Husband's name : _____
- Address for correspondence including : _____
- Mobile & Email : _____
- Educational / Professional Qualifications from **Matriculation onwards**

Sr. No.	Examination passed	Year	Board/University	Subject	Marks Obtained

Details of previous employment, if any

Sr. No.	Name of the post	Name of the Institution/organization, full address	Pay scale/Fellowship	Duration	Title of work/nature of experience
				To	From

- Title of Dissertation/ Thesis (Post Graduate) if any:
- Extra-Curricular Activities:
- Technical Qualifications:
- Highlight the key reasons why you believe you are well-suited for this position and how your qualifications align with the requirements of the role (information to be provided for point 1 to 8 mentioned in the JD in 1000 words-attach separate sheet):
- Name addresses contact details of reference who can speak about you in detail (other than family members):
 1. **Reference 1:**
 2. **Reference 2:**
- Any other relevant information

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I shall abide by the terms and conditions specified in the project.

Place:

Applicant's signature with date