

Sales Coordinator

We are looking for a detail-oriented Sales Coordinator to contribute to the achievement of sales targets by supporting Sales Representatives, coordinating sales activities, and maintaining good customer relationships. The Sales Coordinator's responsibilities include supporting sales, coordinating with other departments, handling administrative duties, and promoting smooth implementation of new accounts.

To be a successful Sales Coordinator, you should have excellent organizational, administrative, and problem-solving skills. You should also possess strong communication, interpersonal, and customer service skills.

Sales Coordinator Responsibilities:

- Helping the sales team to improve their productivity by contacting prospects to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- Handling urgent calls, emails, and messages when Sales Representatives are unavailable, answering queries, and scheduling events.
- Creating and distributing all sales materials, always ensuring they are accurate and delivered on time.
- Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
- Managing budgets for expenses like bonuses, marketing, and travel.

Sales Coordinator Requirements:

- A Bachelor's degree is preferred.
- At least one year of corporate experience preferred.
- Experience as a Sales Coordinator or in administration may be advantageous.
- Good team development and leadership skills.
- Computer literacy.
- Good administrative, organizational, and problem-solving skills.
- Excellent communication, sales, and customer service skills.
- The ability to multitask, work in a fast-paced environment, and meet deadlines.
- Current knowledge of industry trends and regulations would be advantageous.

We would like to thank all applicants for their interest, however only candidates under consideration will be contacted.