# PR/109605 | Sales Coordinator

## 募集職種

**人材紹介会社**
ジェイ エイ シー リクルートメント インド

**求人ID**
1556302

**業種**
その他（メーカー）

**雇用形態**
正社員

**勤務地**
インド

**給与**
経験考慮の上、応相談

**更新日**
2025年10月21日 19:00

## 応募必要条件

**キャリアレベル**
中途経験者レベル

**英語レベル**
無し

**日本語レベル**
無し

**最終学歴**
短大卒： 準学士号

**現在のビザ**
日本での就労許可は必要ありません

## 募集要項

Job Descriptions for Sales Coordinator

- Sales Support:
  - Assist the sales team by providing information and administrative support.
  - Prepare sales reports, presentations, and documentation as required.
  - Track and manage sales data, customer interactions, and follow-up activities.
- Order Management:
  - Process and follow up on orders, ensuring timely and accurate delivery.
  - Monitor inventory levels, working with logistics to ensure stock availability.
  - Address and resolve any order discrepancies or issues.
- Customer Relationship Management:
  - Maintain positive relationships with customers, handling inquiries and providing product/service information.
  - Respond promptly to customer needs, escalating issues as necessary.
- Team Coordination:
- Coordinate with other departments (e.g., marketing, sales, logistics) to facilitate smooth sales operations.
- Supplier Coordination and Quotation Preparation:
- **Contact suppliers to obtain updated pricing, product details, and lead times.**

- **Request and track quotations from suppliers to support customer proposals.**
- **Prepare and issue quotations for customers, ensuring accuracy in pricing, specifications, and delivery terms.**
- **Follow up with both customers and suppliers to confirm order processing and delivery schedules.**
- Administrative Duties:
  - Manage sales-related paperwork, contracts, and agreements.
  - Maintain organized records of all sales-related documentation.
- Reporting & Analysis:
  - Generate regular and ad hoc reports on sales activities, forecasts, and targets.
  - Track performance metrics and analyse sales trends to help the team make informed decisions.
  - Serve as a point of contact between departments and external partners.
  - Coordinate and organize meetings, conferences, and company events, including booking venues, arranging catering, and managing RSVPs.
  - Assist in maintaining and updating company databases, records, and filing systems.
- Compliance and Documentation:
  - Ensure compliance with company policies and procedures, and assist in the preparation of reports for regulatory bodies.
  - Maintain confidentiality of sensitive information and documents.

**Job Desire:**

Minimum 3+ years of experience

Job Location: Bangalore/Chennai

Gender: Female only

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明