

## Commercial Coordinator - Spider Access (Powered By Qureos)

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Company: Qureos Inc

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

**Job Title:**Commercial Coordinator

**Company:** Spider Access Cladding Works and Building Cleaning LLC

**Location:**Dubai, United Arab Emirates

**Job Type:** Full Time

### **Job Summary:**

We are seeking an experienced Commercial Coordinator to join our team. The Commercial Coordinator will be responsible for providing administrative and commercial support to the Business Development Team (preparing proposals, weekly/monthly reports, and participating in negotiations). This position requires excellent organizational skills, strong attention to detail, and the ability to juggle multiple tasks and deadlines.

### **Responsibilities:**

Develop and maintain positive relationships with customers.

Provide customer service support including answering inquiries and resolving customer complaints.

Analyze customer data to identify trends and opportunities.

Develop and manage customer databases.

Negotiate customer contracts and pricing.

Assist with the preparation and submission of sales presentations and proposals.

Prepare weekly and monthly reports.

### **Requirements:**

Philippines National Preferred.

Females Preferred.

Bachelor's degree in business, marketing, or a related field.

2-3 years of experience in sales, marketing, customer service, or related field.

Strong organizational, problem-solving, and communication skills.

Ability to work independently and as part of a team.

Proficiency in Microsoft Office Suite.

If you have the skills and experience required for this position, please submit your resume and cover letter for consideration.

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