

## Sales Admin Coordinator Jobs In Dubai | KOLEKTIV ATELIERS

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## Sales Admin Coordinator Jobs In Dubai | KOLEKTIV ATELIERS

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Are you passionate about luxury and have a knack for driving sales? We are seeking a dedicated and result-driven Sales Admin Coordinator with a proven track record of sales processes and supporting sales team in achieving their targets. Possessing a keen eye for details and exceptional organizational skills, I thrive in fast-paced environments and excel optimizing sales operations to enhance efficiency and customer satisfaction.

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Responsibilities:

Conduct thorough market research to identify potential leads

Initiate contact with potential clients through various channels, including email, phone calls, and social media.

Qualify leads and gather relevant information to understand their needs and requirements.

Collaborate closely with the sales team to transition qualified leads and schedule meetings.

Maintain accurate and organized records of lead interactions using our CRM system.

Keep up-to-date with industry trends and market developments to tailor your approach.

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Requirements:

Strong communication skills, both written and verbal.

Exceptional interpersonal skills with the ability to engage potential clients in meaningful conversations.

Self-motivated, driven, and able to work effectively both independently and as part of a team.

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