

## Sales Coordinator

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Company: Prime Source

Location: dubai

Category: other-general

### Description:

Provide support to the Sales Director and Sales Team in any activity related to Sales. Role involves professional coordination between the Sales Team and Sales Director.

Must be a go getter and able to handle the day to day running of the Sales Director's office.

### Responsibilities:

Responding on behalf of the Sales Director with full accountability, ensuring timely response in a professional manner.

Daily review of communications, making note of action points and ensuring action with a clear timeframe and deadlines.

Dealing with some clients as requested by the Sales Head.

Coordinating between the Sales Director and sales team.

Maintaining a consolidated records of Clients.

Assist in marketing campaigns – designing sending marketing emails

### Requirements

Time management skills

Ability to work under pressure

Accuracy and attention to detail

Flexibility and adaptability

Excellent Communication skills in English and Tagalog -both verbal and written

Well versed in Microsoft Office

Salary range: approx 3000 AED (negotiable -depends on work experience and qualifications)+

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