

Sales Coordinator

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Company: Transmed

Location: dubai

Category: other-general

Check customization readiness (TPR/manipulation budget by promotion) Map out the factsheets in the Glidepath and share with finance team for approval Coordinate with the Finance department to obtain approved job orders and pass job order instruction to warehouse Prepare and organize samples for the Brand team. Manually attach factsheets or relevant documentation to the samples. Ensure ecommerce content readiness for listing Open the factsheets on Aforza for the designated brands. Ensure accurate and up-to-date information is available on the factsheets. Check the landed cost vs factsheets Review and analyze the factsheets for assigned brands. Update the factsheets on Aforza according to changes in the brand split Receive purchase requests from the Brand team. Follow up on the status of purchase requests and provide updates to the Brand team. Coordinate with relevant teams or departments to gather information about corporate deployments. Input the necessary details, such as deployment locations, timelines, and resource allocation. Collaborate with the Display Drive team to gather deployment requirements and objectives. Create deployment plans for display drives on Aforza, considering factors such as store list and timings. Share the display drive deployment plans with the Display Drive team and other relevant stakeholders. Monitor and track changes in selling/ Store Group SKUs. Review and analyze the mappings between factsheets and SKUs on MyStore. Collaborate with the IT or e-commerce team, if necessary, to implement the updates on MyStore. Upload the deployment plan in Aforza in line with the Building Block deployment Map the deployment plan with the factsheets created in Aforza (in line with Masterfile) Upload all planograms for all deployments Ensuring deployment of HFS/WS/MM TPRs on JDE (which are uploaded in

Aforza) Daily Review of Initiative POPs (Displays, Features) Daily Review of KBD POPs (GE, Permanent Display, Checkouts, E-com banners) Reject and give feedback based on guidelines to Operations team Any POP unclear; review with the category team before approve/reject Follow up on readiness of POSM, AW and planograms with P&G/agency Ensure deployment of POSM in line with deployment plan

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