

## Sales Coordinator Jobs in Abu Dhabi | Al Futtaim Careers

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Company: Al Futtaim

Location: abu dhabi

Category: other-general

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The Sales Coordinator is primarily responsible for providing administrative assistance to the showroom staff; particularly the Branch Manager, Sales Manager(s) and Sales Executives, to aid in achieving/exceeding the targeted sales of AL Futtaim Automotive Vehicles (Toyota) while maintaining/ improving the customer service experience.

**Job Responsibilities:** Assist the Branch and Sales Managers by corresponding with customers for quotations/receiving complaints and providing information on products as well as liaising with internal departments as and when required (Finance, PDI, etc.) and manage travel/hotel arrangements when required.

Assist the Branch and Sales Managers' monitoring of the Branch's performance by collating information of the Sales Executives performance, product performance, and ensure that the Sales Executives are maintaining the customer database

Managing the drivers and logistics.

Attendance keeping of Branch staff. **Job Requirements:** Bachelor's Degree or Diploma

3 years' experience as a Sales Administration or Sales Coordinator

Knowledge in SAP and invoicing

Proficient in English and communications skills, Arabic speaker an added advantage #J-18808-

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