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Sales Coordinator Jobs In Dubai | Juma Al Majid Holding Group L.L.C

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Company: Juma Al Majid Holding Group L.L.C

Location: dubai

Category: other-general

Sales Coordinator Jobs In Dubai | Juma Al Majid Holding Group L.L.C

Apply Also: Greaves Pakistan Pvt Ltd Jobs Assistant / Deputy Manager Finance Provides supports to the sales manager in answering product queries to meet the customer requirement.

Review and discusses everything with customer regarding the tenders documents, generates quotations, and technical and finishing submittals in order to match customer satisfaction. Apply Also: Facility Engineer Jobs In Abu Dhabi | Savills Middle East Responsibilities Monitors project status up to material shipment to ensure timely site delivery as per subcontract agreement.

Encodes sales related data to oracle new projects in the system in order to organize all the data.

Requests purchase orders, bank guarantees, LC applications etc related to new orders.

Prepares internal sales reports and external correspondences, manages files to comply with ISO 9001 standards. Apply Also: IT Procurement Manager Jobs in Abu Dhabi | ADIB

Careers Requirements Diploma Degree in Engineering

3-4 years experience in the same field

Computer skills

Excellent in English Language, Arabic would be an advantage Apply Also: Overlake Hospital Jobs

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