

Sales Coordinator Jobs In Sharjah | Ideas91

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Sales Coordinator Jobs In Sharjah | Ideas91

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Our organization is seeking a detail-oriented sales coordinator to contribute to the achievement of sales targets by supporting sales representatives, coordinating sales activities, and maintaining good customer relationships. The coordinator will also assume the duty of clerical and administrative support in order to optimize workflow procedures in the office.

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Responsibilities Handling orders by email and checking the orders have the correct prices, discounts, and product numbers

Sending out offers based on preset conditions to customers on a daily basis

Ensuring a regular follow up on all offers sent

Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time

Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently

Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.

Making the company's products and services as attractive to potential customers as possible.

As a Secretary you will assume the duty of clerical and administrative support in order to

optimize workflow procedures in the office. Apply Also Technical Advisor – Toyota Jobs in Abu Dhabi | AI Futtain

Requirement A bachelor's degree in business administration or a related field

Experience as a sales coordinator or in administration may be advantageous

Must have good negotiation skills

Ability to work under pressure

Good administrative, organizational, and problem-solving skills

Excellent communication, sales, and customer service skills

The ability to multitask, work in a fast-paced environment, and meet deadlines

Familiarity with office organization and optimization techniques

Integrity and professionalism

Proficiency in MS Office Apply Also McDonalds UAE Careers Announced Job Opportunities

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