

Sales Coordinator

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Company: SAS

Location: sharjah

Category: other-general

Complete customer order processing with the respect of the Corporate Procedures and Guidelines .Complete transmission of Purchasing orders to Suppliers/Principals, respecting the Corporate procedures and existing commercial agreements .Supervise the order execution process, ensuring correct communication between different Corporate functions involved .Upload all necessary information/data into the ERP .Review of Customers' orders/requests, informing the Sales Manager / Business Line Manager of critical points and anomalies .Ensure correct and complete communication between the BL and the Customer for all matters related to order processing .Act as operational interface for all Customer requests (documentation, regulatory, quality, transport), ensuring that questions are addressed .Support the BLM in stock management, communicating to the BLM potential out-of-stock or low rotating items .Prepare data necessary for Forecasts and Purchase Orders definition and transfer to PA .Report to SM/BLM potential threats in the order execution and/or Customer dissatisfaction .Collection of forecasts/Volumes from BLs for the correct Purchase order transmission to .Organize (with Logistic Department) transfers of Products from Supplier site .Support the BUM in communication with the Supplier/Principal, reporting regularly the status of the operations, issues and potential threats to business.

#J-18808-Ljbffr

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