

## Sales Coordinator

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Company: SAS Human Capital

Location: sharjah

Category: other-general

Sales Coordinator Location: Sharjah, United Arab Emirates Salary: Market related Our client is a leading distributor of Personal, Home Care and cosmetic products and specialty chemical distributor in the region. As part of their aggressive expansion, we are looking for a Sales / Purchasing Coordinator. Key responsibility execution of all procedures linked to sales order processing received from customers assigned to the Business Line. Ensure all procedures linked to purchase order processing to be transmitted to Suppliers assigned to the Business Unit Support the Business Unit Manager in the communication with the Principals / Suppliers Responsibilities: 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 businessRequirementsRequirements· Minimum of 3 year's experience in Sales support function· Excellent communications skills and multitasking·

Proactive in problem solving within the boundaries of its functionSkillsSales

SupportCommunicationMultitask

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