

United Arab Emirates Jobs Expertini®

Sales Coordinators

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Company: SRR Group

Location: , , United Arab Emirates

Category: sales-and-related

We are looking for an experienced and well-organized Sales Coordinator to provide the necessary support to the field sales team. The successful candidate will become the point of reference for colleagues and customers alike, by keeping schedules and providing feedback, documentation and information.

Responsibilities

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings, and propose improvements
- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies

Qualifications

- Proven experience in sales, experience as a sales coordinator or in other administrative positions will be considered a plus
- Proficiency in English
- Well-organized and responsible with an aptitude in problem-solving
- Excellent verbal and written communication skills
- A team player with high level of dedication

Job Skills

- Strong Work Ethic, Strong written and verbal communication skills, Time Management Abilities, Problem-Solving Skills, Acting as a Team Player, Self-Confidence.

Based on our operations in different cities in UAE such as, Dubai, Abu Dhabi, Ajman, Oman and Sharjah, our team establishes a wide range of sourcing network to provide various construction and building materials to satisfy client's requirements and needs at competitive pricing, quality and timely delivery.

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