

Sales Support Coordinator

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Company: Howden LLC

Location: , , United Arab Emirates

Category: sales-and-related

Sales Support Coordinator page is loadedSales Support Coordinator Apply remote typeOn-site locationsDubai, United Arab Emirates time typeFull time posted on Posted Yesterday job requisition id R0014390 The Big Picture:Howden, a Chart Industries Company, is a global leader in air and gas handling products, services and solutions. Howden's core focus is on providing quality solutions for air and gas handling, and have over a century of experience in doing so.We are looking for an experienced and well-organized Sales Coordinator to provide the necessary Aftermarket (AFM) support to customers in Middle East region. The successful candidate shall be responsible for handling AFM enquiries, generating proposal and processing the orders.What needs to be done?Accurately managing Aftermarket sales including entering of enquiries in Status list(Ms- Access) and creating spares, repair & service opportunities in saleslogix (CRM).Communicating with business unit / Sales Managers / Technical Engineering to clarify commercial and technical queries of the customer.Constant follow-up on opportunities with customer / agents and update the saleslogix with accurate information.Order processing in Microsoft Business central ERP and placing the order to respective manufacturing unit.Creating and submission of advance payment invoice to customer and coordinate with the Finance dept.Creation and submission of service time calculations to customer upon completion of service jobs. Customer and Vendor on-boarding process. Preparation of reports related to AFM opportunities and orders by collecting, analysing and summarizing the data from CRM and Business central.Maintain all data electronically in folders and email directories as per company policy.What do you need to bring?Bachelor's Degree in Commerce, Business Management, Technical or related field. 2-4 years of relevant

business background including customer services, inside sales preferably from same industry. Familiar with UAE VAT principles. Proficient in Microsoft Office Products – Word, Excel, PowerPoint, Outlook, Access, etc. Comfortable navigating the internet. Strong data entry skill. Proficiency in Microsoft Business Central ERP and CRM. Strong interpersonal and communication skills Ability to work in a dynamic environment covering multiple projects / proposals simultaneously. Ability to create and maintain strong relationships with customers, colleagues and reps. What will you get in return? You will have the opportunity to work for a global engineering organization in a challenging and dynamic role with great development opportunities. We offer a competitive salary along with a great benefits package. About us: Worldwide business – Liaise with our colleagues in 27 countries. We offer global and local opportunities – 6000 employees and world leading engineers, who create cutting edge developments – You will be a part of over 160 years of innovation and development that continues today with our digital solutions. At Howden, we have a strong corporate identity and purpose – You will be a member of our team, shaping the future of the world and tackling some of the most pressing issues facing the planet. Our products and organisation are Revolving Around You – Our culture promotes individual development to enhance our most important asset – our people. About Us What we do As part of Chart Industries, Howden is a leading global provider of mission critical air and gas handling products providing service and support to customers around the world in highly diversified end-markets and geographies. We work in partnership with our customers, wherever they are, to deliver sustainable and customised solutions. For over a century we have built a strong global network of experts that is formed from responsive local service and delivery teams, in more than 100 countries Our Values Our values are the principles by which we do business. We deliver our promise by living these values which supports our culture. Our values define who we are, what we believe in and are fundamental to our success WE ENABLE OUR CUSTOMERS SUCCESS, WE RECOGNISE THE VALUE OF PEOPLE, WE STRIVE FOR EXCELLENCE, WE ADAPT AND INNOVATION & WE DO THE RIGHT THING Howden Take a look at this video , see how Howden is evolving not only for its customers but for a brighter sustainable tomorrow.

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