

JD FOR SALES COORDINATOR

Job Title : Sales Coordinator
Report to : Reporting Manager assigned after appointment
Location : Noida

Job Summary:

We're seeking a highly organized and detail-oriented Sales Coordinator to support our sales team. The ideal candidate will have excellent communication skills, be able to work in a fast-paced environment, and have a strong focus on customer satisfaction.

Key Responsibilities:

1. Sales Support:

Provide administrative support to the sales team, including preparing sales reports, updating sales databases, and coordinating sales meetings.

2. Order Management:

Manage orders from receipt to delivery, including processing orders, coordinating with logistics, and ensuring timely delivery.

3. Customer Communication:

Communicate with customers to provide order updates, resolve issues, and ensure customer satisfaction.

4. Data Entry:

Accurately enter sales data into our CRM system to ensure up-to-date and accurate sales records.

5. Reporting:

Prepare and provide sales reports to the sales team and management, including sales performance, customer acquisition, and sales pipeline reports.

Requirements:

- Education: Bachelor's degree in Business Administration, Marketing, or a related field.
- Software: Proficiency in Microsoft Office, including Excel, Word, and PowerPoint, and experience with CRM systems.



- Experience: 1-2 years of experience in sales coordination, customer service, or a related field.
- Skills: Excellent communication, organizational and time management skills and a good team member / player.

Company:

MSafe Group is a renowned Aluminium scaffolding Sale, Rent & Manufacturer in India established in 2019. We provide customized work-at-height solutions. MSAFE have its corporate office at Noida Sector 15 Metro Station, C-108, Ground Floor, Sector 2, Noida, Gautam Buddha Nagar, Uttar Pradesh, 201301 and Manufacturing Unit (Total 03 Nos.) at Kasna, Greater NOIDA, Uttar Pradesh and Company is having Yards & regional Sales offices at 16 locations in India.

Know more about us just click on the below website link.

Website : www.msafegroup.com