

Sales Coordinator Job Description

Duties and Responsibilities:

- Ensuring that sales activities are carried out ethically and in accordance with legal requirements
- Creating and/or vetting advertising strategies
- Ensuring strict compliance with budget
- Recommending appropriate sales strategy for the organization's products
- Serving as the chief negotiating officer for the sales department
- Developing and implementing ideas that will help the organization to meet sales' goals
- Ensuring sales department meets set goals
- Providing after-sales services to customers
- Informing customers of unexpected delays in meeting their need
- Ensuring sales representatives are fully equipped with sales-support materials like brochures
- Ensuring contracts with customers are signed by designated officers
- Ensuring customers meet up their financial obligations to their organization
- Assisting in the organization and preparation of promotional materials and/or events.

Sales Coordinator Requirements – Skills, Knowledge, and Abilities

- A Bachelor's degree in sales, marketing, or in any other related field
- Excellent customer service skills to ensure customers get awesome experience from company product
- Excellent communication skills, both in written and verbal
- Strong leadership experience to be able to work effectively with a team
- Good knowledge of the workings of the industry
- Strong time management skills and ability to prioritize and multitask effectively
- Previous work experience as a sales coordinator

- Excellent interpersonal skills to relate cordially with team members, customers, colleagues, management, etc.
- Strong ability to pay attention to details and strive for excellent on work delivery
- Ability to apply Microsoft Office packages, e.g. Word, Excel, and PowerPoint, effectively
- Excellent understanding of advertising strategies
- Ability to be flexible in decision making taking into consideration the prevailing circumstances
- Strong problem solving ability to be able to provide solutions to challenging situations
- Knowledge of basic financial principles
- Good managerial skills and ability to manage both human resources and equipment effectively
- Proven skill in Customer Relationship Management software.