

SALES CO-ORDINATOR

Description

1. Male candidate.
2. 5+ years of experience as a sales co-ordinator.
3. Undergraduate degree.
4. Fluent in Tamil, English and Hindi.

WORK LOCATION: Ekkattuthangal, Chennai.

SALARY: Rs. 25,000 to Rs. 35,000

Responsibilities

1. Follow up with the sales team to collect reports, plans and consolidate data on daily basis.
2. Co-ordinate with the distributors regarding the payment outstandings, sales data, stock status and collate sales orders.
3. Co-ordinate with the warehouse manager to ensure timely dispatches and keep customers updated on their orders.
4. Handle customer concerns and complaints with urgency and efficiency.
5. Oversee the outstanding payments.
6. Monitor the performance of individual sales representatives and the team as a whole.
7. Preparation of circulars.
8. Maintenance of attendance.
9. Preparation of travel allowance statements.
10. Monitoring the primary and secondary orders.
11. Preparation of sales reports and stock reports.
12. Entry of sales orders in ERP.
13. Maintenance of daily, weekly and monthly reports. Target vs Achievement reports.
14. Preparing incentive reports for sales team.

Qualifications

1. Strong phone contact handling skills and active listening.
2. Excellent communication and presentation skills.
3. Ability to multi task, prioritize and manage time effectively.
4. Proficiency in Microsoft Excel.
5. Customer management.

Hiring organization

Pulse HRM

Employment Type

Full-time

Job Location

Chennai

Date posted

October 25, 2024

Valid through

29.11.2024