



<https://cubeslogistics.com/job/sales-coordinator-kochi/>

Sales Coordinator

Description

We are looking for a qualified Sales Coordinator to join our team in Cochin, Kerala. The Sales Coordinator is an integral part of the sales team and will be responsible for the smooth and timely coordination of sales activities and operations.

Responsibilities

- Manage the day-to-day sales activities, including generating and following up on sales leads, customer inquiries, issuing orders and invoices, and scheduling customer visits.
- Implement and supervise all phases of the sales process, including tracking customer orders, providing customer service, and ensuring customer satisfaction.
- Support the sales team in customer presentations and other marketing activities.
- Analyse customer feedback and respond to customer inquiries in a timely manner.
- Prepare reports and presentations on sales performance.
- Maintain accurate records of sales transactions.
- Ensure that sales policies are adhered to.

Qualifications

- Bachelor's degree in business, marketing, or related field.
- Proven work experience in sales coordination or a related field.
- Knowledge of sales process and customer service principles.
- Excellent communication and interpersonal skills.
- Proficient in MS Office.
- Ability to work
- Proficiency in English

CUBES International Logistics

Employment Type

Full-time

Beginning of employment

Immediate

Job Location

Kochi, Kerala, India

Working Hours

8.30 AM – 5 PM

Base Salary

₹ 140000 - ₹ 400000

Date posted

June 28, 2023