



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

Sales Coordinator

Description

We are seeking a proactive and detail-oriented Senior Sales Coordinator to support the sales team by coordinating daily sales operations, preparing quotations, managing customer communications, and ensuring timely order processing. The ideal candidate should have excellent organizational skills, strong communication abilities, and experience in coordinating with internal departments to ensure smooth sales execution and high customer satisfaction.

Responsibilities

- Coordinate daily sales activities and provide administrative support to the sales team.
- Prepare and follow up on quotations, proposals, and sales contracts.
- Process customer orders accurately and ensure timely execution.
- Maintain and update customer records, sales reports, and CRM/database.
- Coordinate with operations, logistics, finance, and documentation teams for order fulfillment.
- Track sales targets, prepare MIS reports, and present sales performance updates.
- Handle customer inquiries, resolve routine issues, and ensure prompt responses.
- Monitor order status and keep customers informed throughout the sales cycle.
- Schedule meetings, prepare presentations, and assist in sales planning activities.
- Support the sales team in tender submissions and contract documentation where applicable.
- Maintain proper filing of sales documents and ensure compliance with company policies.
- Identify process improvement opportunities to enhance sales coordination efficiency.
- Mentor junior sales coordinators and provide guidance on daily tasks when required.

Qualifications

- Bachelor's degree in Business Administration, Commerce, Marketing, or a related field.
- 3–4 years of experience in Sales Coordination, Sales Administration, or Customer Support.
- Experience in freight forwarding, logistics, or supply chain industry is an added advantage.

Required Skills

- Strong communication and interpersonal skills.
- Excellent organizational and time management abilities.

Hiring organization

CUBES International Logistics

Date posted

July 18, 2026

- Proficiency in Microsoft Excel, Word, PowerPoint, and Outlook.
- Experience with CRM software or ERP systems.
- Strong analytical and reporting skills.
- Ability to multitask and work under pressure.
- High attention to detail and accuracy.
- Customer-focused approach with excellent problem-solving skills.
- Ability to coordinate effectively with cross-functional teams.

Contacts

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