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| **Job Description:** | Sales Coordinator | **Job Code:** | UET/DL/18/03 |

1. **Basic Job Requirements**

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| **Requirement** | **Essential** | **Preferred** |
| **Educational Qualification** | BA,BE,BCom,BSc.,Any Graduation | None |
| **Certifications** | None | None |
| **Technical/Functional Skill Set** | 1. Excellent proficiency with Microsoft Office 2. Knowledge of the basic sales process. 3. Proficient in Financial calculations according to the particular business terms and conditions. 4. Management of Financial information related to particular business vertical. | People Management  Event Coordination |
| **Soft Skills** | 1. Good Communication 2. Time management shills 3. Prioritization skills | E-mail and telephone etiquettes |

1. **Key Performance Areas**

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| 1. Documentation 2. Database Management 3. To coordinate with corporates, to coordinate with the business partners |
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1. **Major Tasks and Responsibilities**

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| 1. Processing of Purchase orders in accordance with the different terms and conditions of the particular principal vendor. 2. Preparation of different documents required for a Sales Process like Proforma Invoices, Bank Gurantees, commercial invoices. 3. Preparation of calculation sheets according to the distribution of revenue between the organization and the particular principal vendor on receipt of a customer purchase order. 4. Providing assistance to the sales group by following-up with the customers for various documents required for processing of the orders and payments. 5. Database management of the leads generated by the sales group.   6. RFQ Managements.  7. Order Follow-ups for Quotes submitted    8.MIS Reports:-   * Principle – Quote Status, Various reports as per their requirement * Product Manager – RFQ review for each principle and status for the same, Profitability of all quotes to review if same is as per policy guidelines. * Sales Team – Quote Value and Order Follow-ups. * Repeat Order Follow-ups |

1. Job Location: Bangalore
2. Job Type: Permanent