

Designation - **Sales Coordinator**

Total work exp- **1 to 3 years**

Office Location-**Andheri East**

Office Time- **10.00 a.m - 07.00 p.m**

Working days- **Monday to Saturday full day working, only 03rd Saturday will be full day Off.**

**Job Description:**

- Handle a set of partners including system integrators and channel partners, developing the partners in terms of business generation. Maintaining a good relationship with a partner. Order processing. Maintaining hygiene in the accounts.
- Be an active part of the Networking and Physical Security teams.
- Must be able to work closely with the Sales team to assess the progress of the department and develop Sales strategy accordingly.
- Maintain a Funnel that is in sync with the organization's goal and targets
- Prepare and follow up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them.
- Handling movement of material & keeping track of it to make materials available for billing.
- Update customers regarding deliveries & stock status.
- Coordinate with the billing team to accurately complete the billing process.
- Coordinate with the Logistics team for timely delivery of material & Invoices.
- Promote our facilities to new and existing clients through a proactive approach
- Maintain sales records as a basis for reports to the senior management team.
- Prepare reports on sales by individual representatives, sales by product line, and sales to individual customers.
- Provide information to the finance department on incoming and completed orders as a basis for forecasting cash flow

**KNOWLEDGE AND EXPERIENCE**

Good oral and written communication skills are required in order to make the client experience a success.

The job holder is the first point of contact for the client experience and must therefore create a positive and enthusiastic first impression.

They must be willing to work as part of a team, communicating with their own department, caterers, and other departments