



PR/108465 | Sales Support/ Sales Coordinate {Gurgaon}

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1509222

### Industry

Other (Trade)

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

December 11th, 2024 15:35

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

No permission to work in Japan required

## Job Description

**Designation-** Sales Support/ Sales Coordinate

**Location-** Gurgaon

### JD – Role & Responsibilities

1. Provide administrative support to the sales team, including managing calendars, scheduling appointments, and organizing meetings.
2. Assist in the preparation and generation of sales reports, presentations, and proposals.
3. Maintain customer databases, update customer records, and ensure accurate and up-to-date information.
4. Process sales orders, quotes, and invoices, and handle order management from initiation to delivery.
5. Collaborate with internal departments to ensure timely and accurate order fulfillment and resolve any issues or discrepancies.
6. Assist in managing customer accounts, including handling customer requests, updating account information and resolving customer complaints or concerns.
7. Coordinate and track sales leads, monitor the progress of sales activities, and provide regular updates to the sales team.
8. Assist in the creation and implementation of sales strategies and campaigns, including lead generation and follow-up activities.

9. Maintain inventory of sales materials, collateral, and promotional items, and coordinate their distribution as needed.
10. Compiling a daily list of sales leads, delegating leads to the sales department, and providing sales data and guides to the sales department.
11. Sales Invoice, Credit Note, Debit Note Preparation for Distributors & Direct Customer
12. Monitoring & preparing MIS for Sales, Primary & Secondary for Monthly Review
13. Track of Daily Pan India Collection and circulate MIS as per Target allotted
14. Coordination with Logistic Team & WH Team
15. Conducting perpetual stock taking/physical verification of stocks & reconciling with books

Desired Skill-Set

1. 3 - 5 years of experience in Sales Support / MIS & Analytics
2. Excellent in MS Excel (Office, Access, Word, PowerPoint etc.)
3. An Analytical Mind set with Problem-solving skills
4. Excellent Communication and collaboration / Inter-personal skills.
5. Ability to work well under pressure and meet deadlines
6. PowerPoint design skills to translate business strategy into professional presentations
7. Effectively engage / coordinate with Cross functions / vendors

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Company Description