



## PR/094604 | Sales Coordinator

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1512668

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

January 8th, 2025 08:00

### 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

#### Sales Coordinator

A new headcount for Sales Coordinator has just been created within our client in the retail industry here in Singapore. This is due to the business expansion and succession planning that they have crafted for the sales department.

#### About the Sales Coordinator Role:

In this role, your main responsibility is to assist with incoming sales inquiries in both Singapore and Hong Kong. You will support the Sales Manager and work closely with the internal team to administer incoming inquiries, quotes and sales

orders.

**Key Responsibilities:**

- Lead generation and management on internal platforms.
- Assist with business development outreach and track campaigns through the CRM system.
- Respond to customer queries and provide updates on their orders.
- Provide administrative support to Sales Managers as needed.
- Raise and follow up on Purchase Orders.
- Offer support for general ad-hoc administrative tasks as required.

**Key Requirements:**

- Diploma or Degree in business management is preferred
- Min 2 years of inside sales, customer service or administrative experience
- Detail oriented and meticulous, as well as being organized
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Company Description