



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

#### 募集職種

##### 人材紹介会社

ジェイエイシーリクルートメントインド

##### 求人ID

1509222

##### 業種

その他（商社）

##### 雇用形態

正社員

##### 勤務地

インド

##### 給与

経験考慮の上、応相談

##### 更新日

2024年12月11日 15:35

#### 応募必要条件

##### 職務経験

3年以上

##### キャリアレベル

中途経験者レベル

##### 英語レベル

ビジネス会話レベル

##### 日本語レベル

ビジネス会話レベル

##### 最終学歴

短大卒：準学士号

##### 現在のビザ

日本での就労許可は必要ありません

#### 募集要項

**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
- 

会社説明