

# SALES COORDINATOR

Delmege Interior Decor is seeking a dynamic Sales Coordinator to support our sales team across our full range of interior solutions office furniture, seating, carpets, vinyl flooring, partitions, ceilings, and turnkey interior fit outs.

## **Key Responsibilities:**

- Handle client inquiries and coordinate responses with the sales team
- Follow up on leads, projects, and ongoing client communications
- Coordinate with the QS team for quotation requests and technical information
- Work with suppliers and internal departments (operations, logistics, installation teams) to ensure timely deliveries and smooth project execution
- Maintain sales documentation, project records, and weekly reporting
- Support showroom/product sample coordination when required

## **Requirements:**

- Experience in sales coordination or customer service (interior/furniture industry preferred)
- Good communication & organizational skills
- Proficient in MS Office
- Ability to multitask and work with cross-functional teams

**APPLY NOW**



SEND YOUR CV TO:  
**[careers@delmege.com](mailto:careers@delmege.com)**