

# SALES COORDINATOR

## YOUR ROLE:

- Provide administrative support to the sales team.
- Assist in the preparation of sales presentations, proposals, and reports.
- Maintain accurate sales records, including customer information and sales activities.
- Collaborate with various departments to ensure efficient sales operations.
- Assist in the coordination of sales events, conferences, and monthly meetings.
- Handling tasks related to Sales Force Automation (SFA) in coordination with the Sales Team.

## YOUR PROFILE:

- Minimum 2 years of experience in a similar role.
- Diploma in Business Management/ Administration from a recognized institute.
- Hands on experience in handling task related to Sales Force Automation system.
- Strong organizational, time management skills and interpersonal skills.
- Ability to work independently and exercise initiative with minimum supervision.
- Effective communication skills in English/Sinhala and Tamil being an added advantage.
- Proficiency in MS Office applications.

## Apply for this job

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BELIEVE

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