

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

<input type="text" value="Enter your full name"/>	<input type="text" value="Enter contact number"/>
<input type="text" value="Enter your E-mail"/>	<input type="text" value="Enter your NIC number"/>
<input type="text" value="Your current address. Character maximum is 150"/>	<p>Upload Your CV</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p>Max file size: 5mb Please follow a pdf,docx or doc format</p>
<input type="checkbox"/> I'm not a robot  <p>reCAPTCHA Privacy - Terms</p>	

George Stuart



BELIEVE

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