



Job Title / Role: Sales Co-ordinator

Department: Sales

Location: Mumbai - Goregaon

Reporting To: Manager – Sales Co-ordinator

Looking for a Sales Coordinator with 3+ years of experience in a construction chemicals company supports the sales team and ensures smooth coordination between sales, customers, logistics, and internal departments. The role is a mix of administration, communication, and sales support.

Key Responsibilities:

- Taking Monthly Sales Target from Sales Team as per the previous client protentional data.
- Assist the sales team in preparing quotations, proposals, and tenders
- Coordinate with clients regarding product details, pricing, and delivery schedules
- Maintain records of sales orders and customer data
- Keeping track on daily visit's report and follow-up with sales team regarding client updates.
- Track order status and ensure timely delivery
- Handle customer inquiries and complaints
- Providing supply updates to clients on real time coordinating with Logistics Dept.
- Maintain strong relationships with dealers, contractors, and distributors
- Pro-actively Coordination with clients regarding shortfall for Scheme achievement.
- Keeping track record for Sample done with technical report and further follow-up with sales team.
- Maintain sales reports, invoices, and dispatch documents
- Update CRM or ERP systems with order and customer information
- Prepare weekly/monthly sales reports
- Order Loss report with valid reasons.
- Monthly new customers created report
- Coordinate between sales managers, technical teams, production, and accounts

Key Performance Indicators:

- Sales Support
- Customer Co-ordination
- Documentation and Reporting
- Internal Coordination

Qualifications:

- Graduate from a recognized university.

Skills:

- Proficient with MSOffice and Advance Excel
- Strong communication skills
- Attention to detail and accuracy

Registered Office: 101/A, 1st Floor, Maxheal House, Plot-169, Cts-104 Bangur Nagar, Goregaon West, Near Ayyappa Temple, Mumbai, Maharashtra - 400090

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