Sales Coordinator – Promobilia

I am seeking a sales coordinator to join my team with working knowledge of products and terminology common in our industry. Below are some of the duties and skillsets required for this position.

Duties

* Collaborate with VP of Sales to create and maintain sales reports.
* Engage in communication with Sales Reps and customers to ensure prompt processing of quote requests.
* Learn and develop new understandings of services and products offered by the Company.
* Take the lead in team projects to create and distribute supporting documents or presentations to help the sales team in generating business leads.
* Conduct quote follow-ups to progress opportunities to sales.
* Assist VP of Sales in various sales related administrative work including but not limited to: scheduling meetings, scheduling travels, meeting preparation, organizing and digitizing sales expenditures.

Additional Skills

* Excellent sales acumen and customer service skills.
* Intermediate proficiency in Microsoft Outlook.
* Intermediate proficiency in Microsoft Power Point.
* Intermediate keyboarding skills to complete daily tasks in timely fashion.
* Ability to multi-task, work under pressure and meet tight deadlines in a fast-paced environment.
* Strong problem-solving, organization, and administrative skills.

Please check out our website at:
[www.promobilia.com](http://www.promobilia.com)

If interested, please contact:

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