

Free Sales Coordinator Job Description Template

Job Title: Sales Coordinator

Type of Employment: Full time, permanent

About Us:

Our company has ____ employees and was founded in _____. Our main business line is (insert main product/ service) and we also have (insert secondary business lines). We value that we are (insert 3 adjectives about your company culture). Does this sound like you? If so, we would love to talk to you!

Position Details:

We are seeking a Sales Coordinator to add to our team who can organize sales and marketing activities, as well as develop an effective client relationship management system. The Sales Coordinator will work with management to ensure that all the administrative and support functions of the sales department are going smoothly, and that client files are available and up to date for our Sales team. If you enjoy working in a fun, team environment and have some sales experience, we would love for you to apply!

Duties & Responsibilities:

- *Coordinate sales team by managing calendars, organizing clients files and documents, and communicating client information to reps, management, or other staff as needed*
- *Keep inventory of our sales/marketing materials (i.e. business cards) and order new ones when appropriate*
- *Respond to customer inquiries/ complaints*
- *Provide after-sales support to clients when needed*
- *Handle order processing with accuracy and timeliness*
- *Inform clients of unforeseen delays or problems, or work with sales reps to inform clients of delays and problems (as well as to solve these problems)*
- *Assist in the preparation of promotional materials for events and conferences*

Skills & Experience Required:

Free Sales Coordinator Job Description Template

- *High school diploma required.*
- *Associate's or Bachelor's degree preferred. Relevant work experience can be taken in lieu of a formal education.*
- *2+ years of related sales experience in a similar role.*
- *Excellent customer service mindset and superb communication skills (written, oral and electronic).*
- *High level of attention to detail with a love for organizing.*
- *Must be fluent in MS Office Suite, especially Word, Excel, and Powerpoint.*
- *Prior experience with a client relationship management system (CRM) preferred.*

Compensation Package: [Salary, benefits, bonuses/ commissions, PTO, etc. should all be listed here].

If you are interested in applying to this role, please provide a cover letter and resume to:

[insert email address or other way to apply]