



JUNIOR SALES COORDINATOR

DESCRIPTION:

• Junior Sales Coordinator, as a member of the expanding operations in India, will support the Export Sales team and will be responsible for process coordination post order receipt, handling a variety of administrative tasks.

MAIN MISSION:

• To provide assistance to the Account Manager, from registration of the order to delivery of the product

MAIN ACTIVITIES:

- Order registration (SAP)
- Management of the order book (with or without contract)
- Management of customer forecasts
- Registering contracts on the system
- Contract monitoring
- Tracking of deliveries
- Drafting of purchase requisitions and Follow-ups

SOFT SKILLS:

- Good interpersonal skills, ability to work in a team
- Involvement, motivation, willingness to learn
- Autonomy, sense of initiative
- Learn new methods and procedures
- Be able to share experiences and practice
- Organize your working time efficiently

BASIC TRAINING AND RELATED SKILLS

- Knowledge of methodologies necessary for sales administration
- Fluency in Word, Excel, Outlook. Advanced knowledge of Excel (V-Lookup / X-Lookup) will be preferred.
- Knowledge of basic SAP ERP preferred

QUALIFICATION AND PROFESSIONAL EXPERIENCE

- Bachelor's degree in related field or equivalent
- 1-3 years of experience in the sales administrative function
- Experience in aviation sector will be a plus

Location:

- Bangalore, INDIA

WORKING HOURS:

Monday to Friday: 9:00am – 1:00pm and 2:00pm - 5:30 pm

Saturday: 9:00am – 1:30pm