

Sales Coordinator Job Description

Title: Sales Coordinator

Department: Sales

Classification: Full-time, Exempt

Compensation: \$42,000 to \$52,000 per year, plus commission

Reports To: Sales Manager

Direct Reports: None

Job Requirements and Responsibilities

The Sales Coordinator is responsible for a wide variety of sales duties, including supporting the sales team, ensuring customer satisfaction, collaboration with other departments, and running sales reports. The employee holding this position should have at least two years' experience in sales coordination or sales administration, and must have excellent communication skills. With direct oversight and support from the Sales Manager, the Sales Coordinator will help ensure the sales team meets and exceeds goals.

Requirements include:

- Two years' experience in sales coordination or sales administration
- Team development and communication skills
- Computer literacy
- Excellent administrative, organizational, and problem solving skills
- The ability to multitask in a fast paced environment
- Ability to manage multiple calendars and deadlines
- Excellent communication skills
- Current industry knowledge and a willingness to learn more

Responsibilities include:

- Helping the sales team improve productivity through regular communication with customers and analyzing reports
- Handling urgent calls and emails from customers
- Answering sales calls and providing introductory information
- Ability to handle customer complaints successfully
- Collaborating with finance and marketing teams to ensure sales effectiveness
- Developing and maintaining file systems to keep records, prepare reports, and provide financial information to finance department and Sales Manager
- Generate goal and quota reports for the sales team
- Ability to review and recommend changes to sales processes

Sales Coordinator Job Description

Company and Benefits

At Company, we pride ourselves on giving our clients the best service and support. To do that, we must have a team dedicated toward the same goal. Achieving this requires that the Company trusts its employees to do their jobs with minimal oversight and direction while supporting collaborating within and between departments. To ensure workplace cohesion and the best work environment possible, Company provides a high-quality and flexible work environment with top-notch benefits, including:

- Medical, dental, and vision insurance options
- Company-sponsored 401(k) retirement plan
- Access to mental health counselors
- Flexible work hours and location
- 120 hours of Paid Time Off (PTO) each year
- Employee development program
- Third Friday of the month off
- Monthly stipend to use on remote work items

How to Apply

For internal candidates, all applications should be submitted via email to HR at hr@company.com. For external applications, candidates should apply through the job posting website. Company is an equal opportunity employer (EOE).