

26-11-2021



ABM[®]
Data Systems (Pvt.) Ltd.



JOB VACANCY OPEN POSITION SALES COORDINATOR

Your job would include the following responsibilities:

- Identifying prospect businesses and aligning meeting on behalf of sales executives
- Coordinating with the sales team by managing schedules, filing important documents and communicating relevant information
- Taking in-house sales calls and responding to potential customer queries
- Implementing online marketing strategies through our social media account to generate more sales leads
- Monitor the team's progress, identify shortcomings and propose improvements

email: jobs@abmds.net

Key skills for Sales Coordinator

- Good computer skills (MS Office)
- Resilient and determined to learn and improve
- Strong communication skills – including both verbal and written
- Well-organized and responsible with an aptitude in problem-solving
- Proven experience in sales; experience as a sales coordinator or in other administrative positions will be considered a plus

Education and Experience Requirements:

- Bachelor's or master's degree with a concentration in marketing, sales, or business administration preferred
- Fresh graduates may also apply, however, experience in relevant fields will be considered a plus

EPSON
www.epson.com.sg

CERVELLO
www.cervello.tech

BIXOLON
www.bixolon.com

SecuGen
www.secugen.com