



**Aarkay Signs** is looking for creative, enthusiastic and out-of-the-box thinkers who are seeking to work with a team of experts who provides a 360-degree marketing solution to corporate customers around the world.

### **Job description**

**Job Title:** Sales Coordinator

**Experience Required:** 4-5 years

#### **Roles and Responsibilities**

- We are looking for Sales Coordinator profile
- Working closely with the sales team by managing schedules, filing important documents and communicating relevant information.
- Contacting end clients, fixing the appointments and generating the leads.
- Supporting the sales team by providing sales leads and coordination.
- Responding on the inquiries generated by sales within the stipulated time.
- Ensuring the adequacy of sales-related equipment or material.
- Responding to complaints from customers and give after-sales support when requested.
- Coordination with operation , pricing , system , cem and other relevant department to facilitate the generation of sales and retention of customers.
- Preparation of reports pertaining to sales management system.
- Follow up with the customers as well as sales for the correct feedback on the Quotation / RFQ's etc.

#### **Desired Candidate Profile**

- Excellent Communication
- Good interpersonal skills
- Presentable and result driven
- Strong sales & Negotiation skills