

**Description:** Sales Coordinator

**Sales Coordinator Job Purpose:** The Sales Coordinator provides administrative support to the Sales Team, including responsibility for coordinating the logistical function and providing exceptional customer service.

**Sales Coordinator Job Duties:**

- Act as a liaison for the Sales department and current or potential clients
- Prepares quotes, contracts and responds to information request from clients or potential clients
- Maintains all quote documentation with accurate pricing and configurations.
- Coordinates order fulfillment and prepare relevant shipping documents.
- Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all members of the department.
- Assists in the creation and development of sales presentations.
- Establishes, develops, maintains and updates filing system for the vice president and the department. Retrieves information from files when needed.
- Types and designs general correspondences, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes.
- Maintains up-to-date awareness of company activities, industry trends and government regulations.
- Contributes to team effort by accomplishing related results as needed

**Education / Training:**

- Bachelor's Degree in business or similar discipline required

**Skills / Qualifications:**

- Excellent Written and Verbal Communication Skills
- Highly Organized
- Strong Computer Skills
- Confidentiality

**Travel Required**

- Low (0 - 10%)

**Physical Requirements**

- Ability to stand or sit for extended periods of time
- Capable of lifting 15 pounds

**Department**

- Operations

**Reports to**

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**FSLA Status**

- Exempt

**Direct Reports**

- None