



Job Description

POSITION TITLE:	SALES COORDINATOR
Department:	Business Operations
FLSA Status:	Non-Exempt, Full-Time
Manager:	Sales & Business Development Manager
Direct Reports:	No

Position Summary

The Sales Coordinator is responsible for assisting with overall organization of the administrative workflow of the sales department. The duties performed may include, but are not limited to the following:

- Facilitate the review and quotation of customer inquiries.
- Review incoming purchase orders (contracts) for accuracy per established procedures.
- Create and follow up on vendor quotes needed for sales, materials, services, etc.
- Respond to customer requests regarding outstanding order status.
- Complete customer surveys, Non-Disclosure Agreement's (NDA), and other customer specified required documentation.
- Maintain positive relationships with customers and vendors.
- Work with Sales Team to generate and implement ideas to drive sales.
- Prepare for and participate in Trade Shows.
- Maintain electronic and physical filing systems to ensure accuracy and status.
- Create reports in Microsoft Excel using information downloaded from internal database.
- Provide administrative support such as filing, maintaining documents, and answering phones.
- Compile data, perform basic calculations, research, and resolve problems.
- Other duties as required.

Job Requirements

- Exceptional customer service skills, including advanced functions in Microsoft Excel, and other office technology.
- Strong organizational skills, ability to prioritize, remain flexible and problem solve when faced with multiple input sources.
- Attention to detail with the ability to meet deadlines and manage time resources.
- Self-motivated, ability to work with minimal supervision, partnering with internal team members and external customers.
- Great written and verbal communication skills.
- Conduct oneself with professionalism, discretion, and ethical standards.
- Must be available to work 40 hours per week, with a proven excellent attendance record.

Education & Experience

- Bachelor's Degree preferred but not required.
- Minimum 2-4 years' experience in an administrative or inside sales role required.

Physical Requirements

- Ability to lift, push, and/or pull up to 20 lbs.
- Ability to use standard office equipment (computer, copy machine, etc.).

Disclaimer

This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. An incumbent may be asked to perform other duties as required.

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