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Sales Coordinator (IT)

Pranath TechnoCraft

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Description
We are looking for a **Sales Coordinator** with a passion for technology and a strong understanding of the IT industry. The ideal candidate will have a proven track record in coordinating sales activities, achieving targets, supporting sales teams, and maintaining customer relationships. This role requires excellent communication skills, attention to detail, and the ability to thrive in a fast-paced environment.

Responsibilities

- Coordinate sales activities and support the sales team in achieving targets and objectives.
- Act as a liaison between the sales team, clients, and internal departments to ensure smooth communication and timely resolution of issues.
- Prepare and process sales orders, quotes, contracts, and other documentation accurately and efficiently.
- Assist in the preparation of sales presentations, proposals, and reports.
- Maintain accurate records of sales activity, customer information, and pipeline management using CRM software.
- Provide administrative support to the sales team, including scheduling meetings, managing calendars, and handling correspondence.
- Conduct market research and analysis to identify new business opportunities and industry trends.
- Assist in the development and implementation of sales strategies and marketing campaigns.

Qualifications

- Bachelor’s degree in Business Administration, Marketing, or a related field.
- Minimum of 2 years of experience in a sales coordination or administrative role, preferably in the IT industry.
- Strong understanding of sales principles and practices.
- Proficiency in Microsoft Office Suite and CRM software.
- Excellent communication skills, both written and verbal.
- Strong organizational skills and attention to detail.
- Ability to multitask and prioritize tasks effectively in a fast-paced environment.
- Proactive attitude and willingness to take on new challenges.
- Team player with the ability to work independently and collaboratively.