

SALES COORDINATOR JOB DESCRIPTION

Position	SALES COORDINATOR	Department	COMMERCIAL
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Key Result Area	Description
1. Planning	<ul style="list-style-type: none"> Plan and formulate sales proposals. Coordinate sales team by managing schedules for target customers. Organize sales visits and logistics
2. Key Roles	<ul style="list-style-type: none"> Store and sort in data form and present contacted client's reports. Monitor processing of all orders according to agreement for accuracy and timeliness. Inform clients of unforeseen delays or problems. Assist in the preparation and organizing promotional material or/and organizing events.
3. Revenue Opportunities	<ul style="list-style-type: none"> Identify potential revenue earning proposals Develop and implement sustainable strategies across the board.
4. Relationship management	<ul style="list-style-type: none"> Must be a team player Be able to expand and build a new client base
5. Reporting	<ul style="list-style-type: none"> Provide monthly sales report, budget and sales performance to CEO and Head of Commercial.

Key Performance Indicators
<p>1. Accuracy & Timeliness - Pays attention to detail and checks planning work to make sure it is accurate, reliable and meets deadlines.</p> <p>2. Commitment to work – Shows interest and enthusiasm for their job; is reliable and attends work or returns from breaks on time; gives satisfactory explanation for any absences; complies with VBTC requirements and policy.</p> <p>3. Initiative – Completes work independently with little or no supervision; identifies any problems on the job & solves them or speaks up about it. Is creative and able to think outside the norm and propose new ideas and business opportunities.</p> <p>4. Teamwork – Accepts tasks given to them, offers ideas and suggestions and helps others when asked. Must have an Interpersonal Skills.</p>

Qualifications, Skills and Experience
<p>A minimum of 5 years work experience in Sales Coordination or any other related field.</p> <ul style="list-style-type: none"> Tertiary qualification in marketing and relation could be useful but not mandatory Sales Management & Project Management Skills Ability to manage and coordinate team Good computer skills (MS Office) Excellent verbal and written communication skills A valid driver's license is essential Must speak Bislama, English with French as an asset Well-organized and responsible