

## JOB DESCRIPTION

Title	<b>Sales Coordinator</b>	Job Classification Number	<b>A 00353</b>
Department /Project	<b>Trading</b>	Job Family Name	<b>Trading/ Dealership</b>
Reports to	<b>Project Manager - Trading</b>	Effective Date	<b>01 Jan 2005</b>

**MAIN PURPOSE OF JOB**

To coordinate & support Project Manager - Trading and Senior / Sales Engineer in Sales related administration and to deliver the materials at site safely, also to coordinate after sales service.

**JOB OBJECTIVES**

1. To follow up and assist Project Manager -Trading and Senior / Sales Engineer on quotations / bids offered to Customers / Consultants in order to convert them into possible orders.
2. To prepare & follow up necessary documents to procure/purchase materials.
3. To coordinate the safe and proper delivery of the goods / proper implementation of the service at the client's site.
4. To follow up and ensure proper and timely receipt of payments from the client & timely payment to Suppliers.
5. To ensure proper after sales service is received by customer.
6. To prepare periodical reports such as Sales report, etc
7. To assist in pre-qualification of new principals with various Ministries/ Consultants.
8. To assist in outsourcing new suppliers, liase and communicate with them to finalise agreements.
9. To prepare and assist in product presentation meetings for the customer.
10. To coordinate, arrange and assist in participating in Exhibitions, any promotional events, etc

**ESSENTIAL WORK ACTIVITIES**

- Representing / Selling
- Estimating/Calculating
- Checking
- Writing/Drawing
- Dealing with customers
- Deciding
- Designing /Problem Solving
- Influencing / Presenting / Instructing

**SAFETY AND QUALITY RESPONSIBILITIES**

- Maintain standards of safety and comply with Company’s Health, Safety and Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

## JOB DESCRIPTION

Title	<b>Sales Coordinator</b>	Job Classification Number	<b>A 00353</b>
Department /Project	<b>Trading</b>	Job Family Name	<b>Trading/ Dealership</b>
Reports to	<b>Project Manager - Trading</b>	Effective Date	<b>01 Jan 2005</b>

**EDUCATION, SKILLS AND EXPERIENCE**Essential:

- Order Processing – International
- Communication Skills
- 4 to 6 years related work experience as a person controlling the order processing, sales and Logistics.

Desirable:

- Bachelor of Commerce as a main subject
- International Commercial law general terms
- Customer Relation Skills