

JOIN OUR TEAM WE ARE HIRING

Female Sales Coordinator

Are you a dynamic and motivated individual with a passion for sales and customer service? We're seeking a talented female Sales Coordinator to join our team at Asiacom Engineering Services (Pvt) Ltd.



Asiacom Engineering Services (Pvt) Ltd is a leading provider of engineering solutions, committed to delivering excellence in every project we undertake. With a focus on innovation and customer satisfaction, we strive to exceed expectations and drive success in the engineering industry.

Responsibilities:

- Coordinating sales activities and ensuring sales targets are met
- Assisting the sales team with administrative tasks, including preparing sales documents and reports
- Managing client accounts and maintaining relationships with customers
- Handling inquiries and providing customer support
- Monitoring and analyzing sales performance data
- Providing support to sales representatives in the field
- Updating and maintaining sales databases and CRM systems
- Handling sales-related paperwork and documentation

Requirements:

- Proven experience in sales, customer service, or a related field
- Strong communication and interpersonal skills
- Excellent organizational and multitasking abilities
- Proficiency in Microsoft Office
- Ability to work effectively in a fast-paced environment
- Attention to detail and accuracy in data entry and documentation
- Problem-solving skills and the ability to resolve conflicts diplomatically
- Flexibility to adapt to changing priorities and task

Why Join Us?

- Opportunity to work in a dynamic and collaborative environment.
- Competitive salary and benefits package.
- Career growth and development opportunities.

If you are interested and confident enough that you possess the above requirements, please forward your resume within 7 days of this advertisement stating two non-related referees to email below.

info@asiacom.lk

ASIACOM ENGINEERING SERVICES (PVT) LTD.

Address: No.2/A, Kajugahawatta Gothatuwa New Town.

Phone: 0112 411 788