***Sales Coordinator – Global Market (Full Time Role)***

***Mumbai, India***

**ABOUT UNITILE:**

Unitile is India’s No.1 raised access floor brand and is awarded the prestigious rising brand of Asia in 2021.

We have helped 15,000 + businesses embrace change by creating future-ready workspaces with our intelligent access flooring and data center solutions. Keeping sustainability and innovation as the core of our manufacturing efforts, we use state of the art machinery and automation to increase our global footprint and redefine flooring technology.

Our team has young and dynamic leaders who are building a future of shared success as we work towards our vision of becoming the world leader in raised access floor systems.

**KEY RESPONSIBILITIES:**

* Follow up with customers on behalf of sales team for securing techno-commercially clear purchase orders
* Preparing sales quotations as per clients requirement
* Booking of orders with accuracy in the system and follow up with the factory for timely delivery of material.
* Dealing with incoming emails & phone calls regarding sales enquiries.
* Respond to queries from customers/dealers and give after-sales support when requested
* Help sales in generating sales reports, receivables reports and other reports as when requested
* Coordination with the factory and other departments as required to support sales activities.
* Monitor the process, identify shortcomings and propose improvements
* Manage the administration and documentation related to export.
* Assist in the preparation and organizing of promotional material (product samples, marketing collaterals etc) for global clients/dealers
* Ensure adherence to laws and company policies regards to export

**REQUIRED SKILLS, QUALIFICATION AND EXPERIENCE:**

**Skills:**

* Good with numbers
* Confidence in your ability
* Strong communication and people skills
* Presentation and Independent Mindset
* Ability to work in tight deadline pressure
* Ability to communicate clearly
* Strong time management skills.

**Qualification and Experience:**

* Any Graduate will be considered for this role.
* BE Graduates will be given preference for this role
* 4 + years of experience handling sales coordination which includes handling quotation, tenders, sales orders.
* Preference will be given employees from manufacturing set up

Salary would be in line with the experience

***IT’S MUCH MORE THAN WORK HERE AT UNITILE!***