

Sales and Marketing Coordinator-Job Specification

Reporting to : Senior Sales Account Manager

Department: Sales Team

Key Responsibilities:

- Arrange appointments with prospective customers for the sales team and ensure all parties are communicated with in line with company procedures.
- Assist with customer sales enquiries including quotes, orders and tender opportunities and keep customers informed regarding the status of quotes and orders.
- Assist the Sales team with providing technical information and negotiating prices with customers and suppliers to ensure a high level of customer service.
- Maintain business pipeline records and related admin duties including collation and preparation of sales management reports to enhance the decision making capability of the company.
- Monitor Sales team targets, including personal targets on a regular basis.
- Build relationships with customers and suppliers to develop good working relations and strengthen the company's reputation.
- Assist with sales research and profile business opportunities in local and export markets.
- Assist with developing relationships with existing and new customers.
- Liase with Operation department to ensure effective communication with all orders
- Coordinate all promotional and marketing activity for the company including implementation of the marketing plan, social media and PR activities.
- Update and maintain the Account Management records of existing and potential customers through the CRM system.
- Ensure compliance of all relevant HSQE standards on an ongoing basis .



- Contribute to implementing new working methods and actively participate in continuous improvement including company training and development activities.
- Assist with ad hoc other duties, within reason and capability as determined by the Director.