



## Sales Coordinator

Prepare sales quotations Preparation of tender docs Handle inquiries on mail/ phone and forward to outside sales Co-ordination with sales executives ,Execute Orders and Follow up Payments Send quotation to

**Min. Exp (yrs):** 1 - 3 Years

**Location:** Delhi NCR

**Salary:** INR 1,75,000 - 2,00,000 P.A.

**Industry:** Electricals/ Switchgears

**Functional Area:** Sales, Retail, Business Development

**Role Category:** Sales Support

**Role:** Sales Coordinator

**Employment Type:** Permanent Job, Full Time

### Keyskills:

- Sales Review
- Mis Reporting
- Back Office
- Operations Update Document
- Retail Merchandising
- Sales Coordinator
- Tender Executive
- Tender Representative
- Bid Representative
- Cold Calling
- Inside Sales Lead
- Generation Leads

### Desired Candidate Profile:

- Proven work experience
- Understanding of market dynamics and sound business judgement
- Follow up with sales team for weekly monthly reports
- Coordination with warehouse, logistics and finance
- Telephone calls to prospects & explain our services.

### Education:

UG:B.Tech/B.E. - Any Specialization, B.Sc - Any Specialization Company Profile

### How to apply:

Please send us your CV, cover letter, relevant references, the link to your meaningful portfolio and your time availability to: [care@ledfy.in](mailto:care@ledfy.in) , [madhavi@tashee.in](mailto:madhavi@tashee.in)

### Tashee Group ([www.ledfy.in](http://www.ledfy.in))

SEK Electricals (P) Ltd is one of the vertical of USD 100mn Tashee Group with business concern into LED Lighting solutions with the Brand name of "LEDfy". Tashee Group is also into Real Estate, E-commerce, Hospitality and Entertainment Industry.