

Position Title:	Sales Coordinator
Department:	Planning Department
Directly reports to:	Planning Manager
Direct Reports:	N/A

Job Summary	The Sales Coordinator acts as an interface between sales, internal and external customers, and internal departments, supporting the sales process efficiently and successfully
Key Tasks and Responsibilities	<ol style="list-style-type: none"> 1. Sales Support & Order Management: <ul style="list-style-type: none"> • Assist the sales team in processing orders, quotations, and invoices. • Track sales orders, ensuring timely delivery and coordination with logistics. • Maintain accurate records of customer orders, contracts, and price lists. • Follow up with customers regarding order status and after-sales support. • Monitor inventory levels and coordinate with the planning team to ensure product availability. • Generate and analyze sales reports to support decision-making. 2. Customer Coordination: <ul style="list-style-type: none"> • Act as a point of contact between internal and external customers and the sales team. • Respond to customer inquiries regarding foil products, pricing, and lead times. • Support customers with technical or product-related questions. 3. Communication & Team Collaboration: <ul style="list-style-type: none"> • Liaise with, planning, logistics, and finance teams to support sales activities. • Help organize customer visits. 4. Administrative & Process Improvement: <ul style="list-style-type: none"> • Improve internal processes for sales coordination and order tracking. 5. Work Environment: <ul style="list-style-type: none"> • Office-based with occasional interactions with internal customers and production teams. • Collaboration with multiple departments to ensure seamless sales operations.
Skills and Abilities	<ul style="list-style-type: none"> • Strong organizational and multitasking skills. • Excellent communication and customer service abilities. • Fluent in English (both spoken and written communication) • Proficiency in SAP software, MS Office (Excel, Word, PowerPoint). • Knowledge of logistics and supply chain management is a plus. • Ability to work under pressure and meet deadlines.
Experience and Education	<ul style="list-style-type: none"> • Bachelor's degree in Business or a related field. • Experience in sales coordination, preferably in the foil, packaging, or thin film industry.
Contact	Interested? Please send your application to Career@kurz.vn