



<https://govhelp.in/job/mankind-pharma-recruitment-2023-jobs-for-freshers-sales-coordinator-post/>

## Mankind Pharma Jobs 2023 – Jobs For Freshers – Sales Coordinator Post

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: India

**Date posted**  
May 26, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD. 13,000 - USD. 19,500

APPLY NOW

### Qualifications

Graduation, 12Th Passed

### Employment Type

Full-time

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### Description

## Mankind Pharma Recruitment 2023

As a Sales Coordinator, your primary responsibility will be to support the sales team in achieving their targets and ensuring efficient sales operations. You will play a crucial role in coordinating sales activities, maintaining customer relationships, and providing administrative support. Your ability to multitask, communicate effectively, and pay attention to detail will be essential for success in this role.

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### Mankind Pharma Jobs Near Me

### Qualifications:

#### 1. Sales Support:

- Assist the sales team in managing and organizing their daily activities.
- Coordinate sales meetings, appointments, and travel arrangements.
- Prepare and distribute sales reports, presentations, and proposals.
- Support the sales team in creating and maintaining sales materials and documents.
- Collaborate with team members to ensure smooth sales operations.

#### 2. Customer Relationship Management:

- Serve as a point of contact for customers and address their inquiries and requests.
- Respond to customer inquiries promptly and professionally.

- Maintain and update customer databases and records.
- Assist in managing customer accounts and contracts.
- Provide excellent customer service and build strong customer relationships.

### 3. **Order Processing and Logistics:**

- Process sales orders accurately and efficiently.
- Coordinate with various departments to ensure timely order fulfillment.
- Monitor order status and resolve any issues or delays.
- Arrange shipments and track deliveries to ensure customer satisfaction.
- Maintain accurate records of sales transactions and customer interactions.

### 4. **Sales Administration:**

- Assist in preparing sales forecasts, budgets, and performance reports.
- Support the sales team in creating and maintaining sales pipelines.
- Coordinate sales events, conferences, and trade shows.
- Assist in conducting market research and competitor analysis.
- Handle sales-related administrative tasks, such as expense reports and sales documentation.

### 5. **Communication and Coordination:**

- Facilitate effective communication between the sales team, customers, and internal stakeholders.
- Collaborate with marketing and product teams to ensure alignment of sales and marketing activities.
- Update the sales team on product developments, promotions, and pricing changes.
- Coordinate with finance and accounting departments on invoicing and payment processes.
- Maintain a professional and positive image while representing the sales team.

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**Mankind Pharma Careers**

#### **Responsibilities:**

- Bachelor's degree in business administration, marketing, or a related field (or equivalent experience).
- Proven experience in a sales support or coordination role.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficiency in office productivity tools (e.g., Microsoft Office Suite).

**Important Links** Ability to multitask and prioritize effectively

**Find the Link in [Apply Now](#) Button**

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