

# Crystal Corporation LLC | Dubai

<https://crystalcorp.com/job/salescoordinator/>

## SALES COORDINATOR

### Description

We are seeking an experienced Sales Coordinator to join our team who has a passion for delivering exceptional customer service and experience with managing customized and personalized orders. The Sales Coordinator will be responsible for supporting the sales team in processing orders and ensuring customer satisfaction throughout the sales process.

If you meet the requirements and have a passion for delivering exceptional customer service and managing customized and personalized orders, we encourage you to apply for this exciting opportunity!

### Responsibilities

- ◆ Collaborate with the sales team to manage incoming orders, including customized and personalized orders, ensuring accuracy and timeliness of order processing.
- ◆ Communicate with customers to provide updates on their orders, answer questions, and resolve any issues that may arise.
- ◆ Liaise with production, logistics, and other departments to ensure timely delivery of orders.
- ◆ Maintain accurate and up-to-date records of orders, customer communications, and other relevant data in our CRM system.
- ◆ Assist with the preparation of sales reports and forecasts as required.
- ◆ Continuously strive to improve the sales process and customer experience, suggesting improvements and implementing changes where appropriate.

### Qualifications

- ◆ Proven experience as a Sales Coordinator, preferably with experience in managing customized or personalized orders.
- ◆ Excellent communication and interpersonal skills, with the ability to build strong relationships with customers and colleagues.
- ◆ Strong organizational and time management skills, with the ability to prioritize tasks effectively and manage multiple projects simultaneously.
- ◆ Proficiency in Microsoft Office, particularly Excel and PowerPoint.
- ◆ Experience with CRM systems, with a keen eye for detail and data accuracy.
- ◆ A proactive attitude, with the ability to work independently and as part of a team.
- ◆ A customer-focused mindset, with a passion for delivering exceptional customer service.

### Hiring organization

Crystal Corporation LLC | Dubai

### Duration of employment

Permanent

### Job Location

Dubai, United Arab Emirates (UAE)

### Date posted

September 11, 2023