

WK-Medknow: Job Description: Sales Coordinator role

Responsibilities:

1. Coordinate sales team and clients by managing advertisement schedules, maintaining and communicating important documents and relevant information
2. Support the clients with after-sales requirements of advertisement schedule and artwork material
3. Store and sort financial and non-financial data in electronic form and present reports
4. Handle the processing of all orders with accuracy and timeliness on internal software
5. Monitor the advertisement revenue, identify shortcomings and propose improvements
6. Assist in organizing of promotional material or events
7. Ensure the adequacy of internal advertisement software
8. Preparing Quotations, Invoices, Performa Invoices and follow-up on outstanding payments.
9. Coordinating with accounts for invoices and o/s payments etc.
10. Ensuring the timely renewals, upselling and new lead generation for the advertisement
11. Collections of outstanding payment.

Requirements:

1. Proven experience as a sales coordinator or in other administrative positions, experience with Medcom companies will be a plus;
2. Good computer skills (MS Office)
3. Excellent verbal and written communication skills
4. Well-organized and responsible with an aptitude in problem-solving
5. A team player with high level of dedication