

Sales Coordinator			
Job Title	Sales Coordinator		
Division	Sales		
Department	Sales		
Section	Sales		
Location	IBU-UAE	Direct Reports	
Reports To	Sales Manager	Version Number	1
External Relations	Customers	Guide Number	
Internal Relations	All Departments	Job Code	

Basic Function

Performs sales office administration tasks, sales reports and analysis, filling's and executive secretary duties for the Sales Manager/Industry Manager. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Maintain record and filing of important documents and communications
- Generate report and analysis required by the region or the country
- Monitor team's progress, identify shortcomings and propose improvements
- Handles & process sales documents with accuracy and timeliness
- Monitor the team's progress, identify shortcomings and propose improvements
- Assist in the preparation, and organizing of promotional material
- Perform standard office procedures including scheduling appointments, answering phones for direct manager
- Raise tickets for requesting of supplies
- Monitoring of the sales team attendance
- Coordination with any related department
- Ensure smooth operation of the country sales office
- Prepare and submit required reports in a timely manner
- Contributes to the department performance by achieving individual KPI objectives set for the year
- Ensure that policies and procedures are followed
- Ensure efficient and effective flow of the sales processes within SMSA
- Performs other assignments as required
- Responsible for contracts accuracy and filling's
- Support sales with all required analysis and trend reports per individual area and territory

- Communicate with finance and IT to provide account number, user name and password to sales for new contracts
- Responsible on consolidating sales reports required by the direct manager
- Schedule reminders for sales review and meeting invitations for direct manager
- Scrutinize Individual KPI's of Sales Team & Ensure to be completed at the given time.

General

- Abide by the goal setting forms (Individual KPI'S) of the current financial year

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices

Competencies - Professional and Technical	
Behavioral Competencie	
Adaptability	Level 3
Analytical Thinking	Level 1
Communication	Level 3
Continuous Learning	Level 3
Networking/Relationship building	Level 3
Planning & Organizing	Level 3
Stress Management	Level 3
Technical Competencie	
Learning & Development Knowledge	Intermediate
Local Regulations Compliance Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Intermediate
Competencies – EHS	
Knowledge of basic environment health and safety requirements EHS corporate objectives awareness Awareness of EHS requirements in the QEHS management systems Have attended EHS awareness training (if applicable) Awareness of Environment Health Safety incident reporting	
Organizational Competencies	
Beginner <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>	
Decision Making	
Key Performance Indicators (KPIs)	
Abide by the goal setting forms (Individual KPI'S) of the current financial year	
Qualification : Education and Experience	
Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry. <div style="text-align: center;">or</div> Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position <div style="text-align: center;">or</div> Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position *Note: Industry Experience wherever its applicable	

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.
Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: