



<https://jobroll.govhelp.in/job/dabur-careers-jobs-near-me-job-vacancy-near-me-for-sales-coordinator-post/>

## Dabur Careers – Jobs Near Me – Job Vacancy Near Me For Sales Coordinator Post

**Hiring organization**  
Dabur

### Job Location

India  
Remote work from: IND

**Date posted**  
February 16, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 13 - USD 27

APPLY NOW

### Qualifications

10th/12th Passed

### Employment Type

Full-time

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### Description

## Dabur Careers

We are seeking a bright and enthusiastic Sales Coordinator to join our dynamic team! As a Sales Coordinator, you will play a crucial role in supporting our sales representatives and ensuring the smooth functioning of our sales operations. You will be responsible for a variety of tasks, including order processing, customer service, data management, and administrative support. This is an excellent opportunity for a recent graduate or someone with 1-2 years of experience to gain valuable insights into the FMCG industry and build a strong foundation for a successful career in sales.

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### Dabur Careers

#### Responsibilities:

- Process and manage sales orders accurately and efficiently.
- Provide excellent customer service by responding to inquiries and resolving issues promptly.
- Maintain accurate sales records and reports.
- Prepare sales presentations and other administrative materials.
- Coordinate with distributors, retailers, and other stakeholders.
- Assist with sales planning and forecasting activities.
- Perform other duties as assigned.

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### **Dabur Jobs Near Me**

#### **Skills:**

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Detail-oriented and quality-conscious.
- Adaptable and eager to learn new things.

**Tags:** dabur recruitment, dabur jobs, dabur Job Vacancy, dabur work from home, dabur Jobs For Freshers, dabur hiring 2024, dabur data entry jobs, dabur careers, dabur recruitment, vacancy job alert, Jobs Near Me, All Jobs For You, Latest Job

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#### **Important Links**

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

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