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Dabur Careers – Jobs Near Me – Latest Jobs For Sales Coordinator Post

Hiring organization
Dabur

Job Location

India
Remote work from: IND

Date posted
February 15, 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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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.

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