

JOB DESCRIPTION

ROLE: Sales Administrator

DEPARTMENT: Clinical Sales

REPORTS TO: Clinical Sales Manager

LOCATION: Vadodara

JOB TIMING: 1:30pm to 10:30pm (March–October), 2:30pm to 11:30pm (October–March)

Job brief:

We are looking for qualified Sales administrator to join our sales team and help us to achieve our goals. Person will serve as a point of contact for customers with queries about orders and provide support for sales representatives.

Our ideal candidate is goal-oriented and has a deep knowledge of customer service best practices. If you have exceptional organizational skills and draw energy from being part of a team, we would like to meet you.

Ultimately, person should be able to contribute to achieve sales targets and high-quality customer service.

Day-to-day Responsibilities:

- Process orders on web application via email or web portal.
- Communicate important feedback from customers internally.
- Ensure sales targets are met and report any deviations.
- Stay up-to-date with new products and features.
- Check data accuracy in orders and invoices.
- Contact clients to obtain missing information or answer queries.
- Liaise with the Logistics department to ensure timely deliveries.
- Maintain and update sales as well as customer records.
- Develop monthly sales reports.

Skills and knowledge Requirements:

- Work experience as a Sales administrator or Sales support agent preferred but not required.
- Hands on experience with MS Office (MS Excel in particular).
- Ability to use Web applications software (training will be provided).
- Understanding of sales performance metrics.
- Excellent organizational and multitasking skills.
- Excellent customer service skills.
- A team player with high level of dedication.
- Ability to work under strict deadlines and adapt to change.
- Certification in Marketing, Sales or relevant field is a plus but not essential.

Cab services available for Female candidates (Pickup & Drop).