

Job Description Template for SALES COORDINATOR

Job Title: Sales Coordinator

Industry: [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

Location: [Insert Location]

Salary Range: [Insert Salary]

Department: [Insert Department]

Work Hour Allocation: [Insert Details]

POSITION OVERVIEW

As a Sales Coordinator, you will support the sales team by managing schedules, processing orders, and ensuring customer satisfaction. This role requires attention to detail, strong communication skills, and the ability to coordinate efficiently across teams.

ABOUT THE ORGANIZATION

[Insert Industry-Specific Insights] [Customize this section with a company overview: mission, values, and relevance to the target industry such as BFSI, Healthcare, ITeS, etc. Highlight what sets the company apart.]

Level of Experience / Expertise Requirements

(Use as per requirement)

Entry Level (0–2 years): Assist in data entry, respond to basic client queries, and support documentation.

Mid-Level (3–5 years): Coordinate between departments, maintain CRM systems, and manage client follow-ups.

Senior Level (6+ years): Streamline sales processes, manage internal reporting, and guide junior coordinators.

JOB PROFILE SPECIFIC QUALIFICATION

(Add more if required)

- Bachelor's degree in Business, Marketing, or a related field
- Proficiency in MS Office and CRM systems
- Experience in sales coordination or administrative support

ROLES AND RESPONSIBILITIES

(Use as per level of expertise you require)

- Update and manage sales databases and client records (Entry Level)
- Prepare quotes, invoices, and documentation for client orders (Entry Level)
- Coordinate with logistics and finance for order fulfilment (Mid-Level)
- Track order status and provide timely updates to customers (Mid-Level)
- Generate weekly sales reports and dashboards (Mid-Level)
- Guide junior team members and improve internal processes (Senior Level)
- Manage sales escalations and critical follow-ups (Senior Level)
- Support sales managers with data insights and customer feedback (Senior Level)

Skills Required (Technical + Behavioral):

- Excellent organizational and multitasking skills
- Strong written and verbal communication
- Problem-solving and attention to detail
- Customer service orientation
- Proficient in data handling and team coordination

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